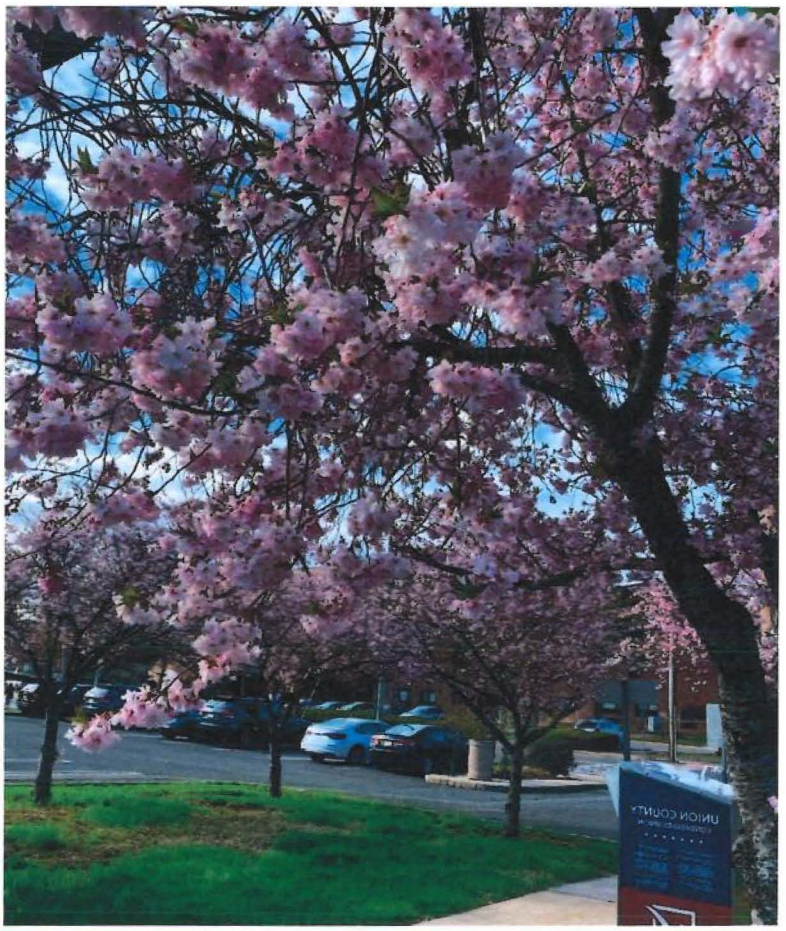
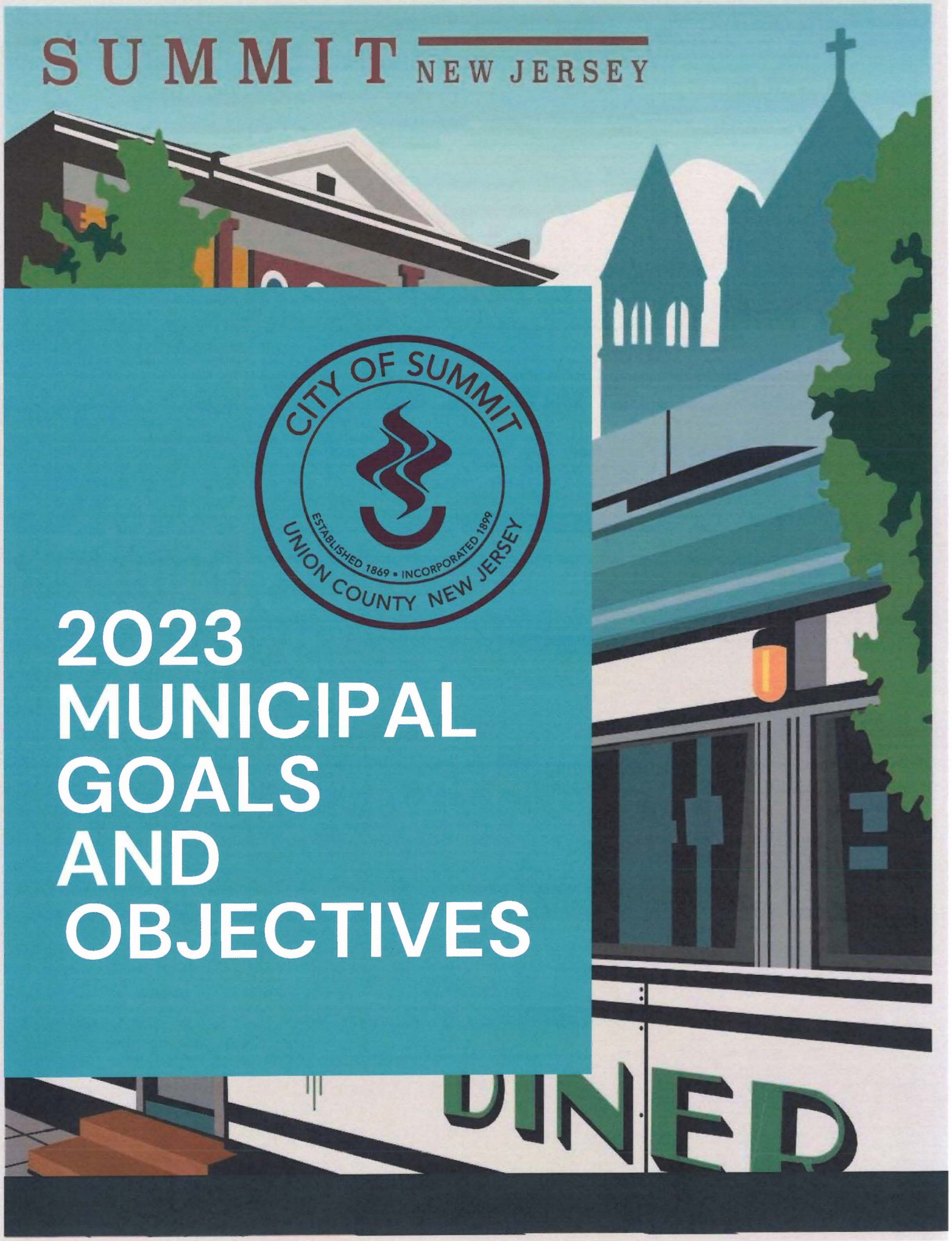


CITY OF SUMMIT
ESTABLISHED 1869 • INCORPORATED 1899
UNION COUNTY NEW JERSEY

2023 MUNICIPAL BUDGET

MUNICIPAL GOALS

SUMMIT NEW JERSEY



CITY OF SUMMIT
ESTABLISHED 1869 • INCORPORATED 1899
UNION COUNTY NEW JERSEY

2023 MUNICIPAL GOALS AND OBJECTIVES

Introduction

The Summit City Administrator sets the strategic vision for our municipality.

During the budget development process, department directors formulate operational goals and objectives and work with Common Council to adopt priorities to reflect that vision, and guide decision-making at all levels of city government.

The goal-setting process enables Common Council to build a consensus on policies and projects that will impact the Summit community. City administration uses established goals to set priorities, direct work activities and allocate staff and financial resources.

During 2020 and through the impact of the COVID-19 health pandemic, the City of Summit continued its work to adapt and improve the capacity, delivery, and quality of city services. In 2022, the effects of the health crisis on city operations lessened yet continues to impact the 2023 budget.

2023 goals

1 Develop and maintain a sustainable financial plan that balances short-term needs with long-term goals and objectives.

Strategic Objectives

- Maintain the city's AAA credit rating and secure financing through general serial bonds and bond anticipation notes.
- Apply strategies to reduce the cost of current and future city services.
- Identify new revenue sources and partners for collaboration.
- Maximize the efficacy of the Joint Insurance Fund liability and worker's compensation management. Provide employee training to minimize claims.

Key Actions

- Create and present the 2023 city budget with a municipal tax rate change at or near 2.0%.
- Successfully negotiate a labor contract with the Policeman Benevolent Association (PBA) Local 55.
- Partner with a grant consultant to research and apply for all available government and non-profit grant opportunities to support municipal operational priorities.
- Examine the municipal credit card processing fees and services, and work to achieve savings where possible.
- Pursue additional sponsorship opportunities for the Municipal Golf Course and Summit Family Aquatic Center.
- Begin comprehensive review and revision of the municipal purchasing manual, policies and procedures.
- Train employees in occupational safety and risk mitigation to reduce future claims, and cyber threat awareness by testing to ensure high-level security.

2023 goals

2 Enhance the efficiency and effectiveness of municipal services.

Strategic Objectives

- Prioritize courteous, professional and respectful interactions with the community.
- Build community connectedness and expand communications efforts.
- Focus strategic branding efforts to reflect the needs, cultures and interests of diverse populations and ensure representation in all collaborations, policy recommendations and public investment decisions.
- Ensure employees are provided with technology to enhance efficiency in job performance with an increased level of satisfaction.
- Improve new employee, elected official and volunteer orientation process.
- Develop additional services and programs to meet the needs of seniors, young residents and citizens with disabilities.
- Enhance coordination efforts with Union County and other agency partners for routine service delivery and during emergency incidents.

Key Actions

- Increase fire and police department staffing levels for safe operations and to meet regional and national standards.
- Develop and implement a succession plan for various department head and key personnel retirements and resignations.
- Increase staff development and focus on customer service training and improvements.
- To facilitate a better understanding of municipal processes, develop training manuals and hold workshops to educate new employees, volunteers and elected officials.

2023 goals

3 Improve communication and collaboration among departments to streamline processes and improve outcomes.

Strategic Objectives

- Create opportunities for employees to make connections outside of work to enhance interactions within City Hall and other municipal locations.
- Empower employees to understand and appreciate differences among co-workers and value alternate viewpoints.
- Expand internal communications outreach by Human Resources to educate and inform employees on a more consistent basis.
- Facilitate increased sharing of information among departments, divisions and offices to develop understanding of bigger picture operational needs, and allow for informed decision-making.

Key Actions

- Plan an employee event to be held outside of work hours where people can interact in a non-city setting.
- Conduct unconscious bias training to promote inclusivity within the city organization.
- Draft and schedule Human Resources updates for employees on what is happening in each department, division, office and throughout the city.
- Hold monthly expanded staff meetings to include department heads and division leadership to allow for increased shared knowledge of ongoing project work and changes to service delivery and agency priorities.
- Convert hiring process of 100+ DCP seasonal/part-time staff to city's online personnel module to improve user experience of potential employees.

2023 goals

4 Develop and implement policies and procedures that reflect best practices in municipal governance and agency operations.

Strategic Objectives

- Promote transparency and accountability through regular reporting of citizen requests, process updates, performance metrics and financial data.
- Increase crime prevention and pedestrian, cyclist and vehicular safety measures focused on education, engineering and enforcement, as well as community policing initiatives.
- Continue to enhance safety and security within Summit's school community by strengthening interoperability between public and private school facilities, the police department and emergency communications center.
- Review analytics for website and social media channels to drive communications-related decision making.
- Improve administrative services to the community for all departments by allowing citizens to make requests online.

Key Actions

- Develop and implement additional online platforms for residents to complete requests for house checks and other non-crime or incident-related police and fire reporting, copies of birth and marriage certificates, expanded permits, licenses, and registrations.
- Post vendor information needed to conduct business with the city including current laws, forms, terms and conditions and other relevant information on the city website for programs, and more.
- Develop platforms for sharing information among elected officials and with city staff.
- Promote and expand the ridesharing program to avoid deficits in parking spaces.

2023 goals

5 Foster a culture of innovation and continuous improvement that encourages staff to identify and implement new ideas and best practices.

Strategic Objectives

- Expand the application of technology to create business opportunity and increase customer convenience across all departments.
- Enhance employee engagement and morale by providing professional development opportunities, recognition programs, and opportunities for input and feedback.
- Develop opportunities to highlight agency, department and division accomplishments and expertise on issues that impact the community.
- Utilize technology to improve efficiency of city systems including the timeliness and accuracy of service delivery throughout the city organization.
- Become a smarter city by creating a strategic planning approach to improve citizen quality of life and safety, facilitate economic growth and advance environmental and financial resilience.

Key Actions

- More fully eliminate the use of paper by implementing electronic retention systems and by encouraging employees to reduce printing.
- Recognize employee efforts and achievements on a more consistent basis that are conveyed throughout the organization through an employee recognition program.
- Identify and encourage professional development opportunities for employees at all levels through ongoing training and certifications, events and conferences.
- Develop a comprehensive plan to implement use of technology to enhance job performance and hybrid options for participation, including updating video equipment in Common Council Chamber and the Whitman Community Room.
- Maximize use of platforms such as Civic Rec, GovPilot, Edmunds, See Click Fix, SDL and other software to improve service delivery and increase financial benefit.
- Ensure each department, division or office has access to GIS technology, including during meetings in Common Council Chamber.

2023 goals

6 Provide high-quality customer service to residents and other stakeholders.

Strategic Objectives

- Position city offices and locations as places where problems are solved and citizen connections are formed, implementing a renewed focus on the highest-quality customer service by employees.
- Drive residents and business owners to the city website for information and updates, reporting, and to conduct other business efficiently online.
- Utilize free or low-cost tools and resources such as online surveys and community workshops to gather resident feedback and communicate updates.
- Consider developing programs, classes and events that reflect the cultural composition of the community to increase participation and promote inclusivity.

Key Actions

- Reinforce the positioning that the City of Summit website is the location for all official city information, apps and online transactions.
- Promote the See Click Fix tool to report missing recycling or garbage pickups, potholes or other infrastructure or service-related concerns.
- Continue messaging about filing OPRA requests, making tax payments, and obtaining permits online.
- Further promote and incorporate additional features from Civic Rec to enhance service delivery, registration and payment options.
- Increase the numbers of subscribers to website notifications and emergency alerts. Grow social media followers on Facebook, Twitter, Instagram and YouTube.
- Whenever possible, obtain feedback from citizens to inform decision making, project development and event planning.

2023 goals

7 Develop and maintain positive relationships with community partners and stakeholders, including neighboring municipalities, civic organizations, and business associations.

Strategic Objectives

- Reinitiate a revised and more strategic approach to the Broad Street West redevelopment process to ensure community engagement and support for the project plan.
- Continue to clearly and regularly communicate affordable housing priorities and strategy.
- Continue developing relationships with corporate neighbors and seek grants, sponsorships and other measures to fund special events, programs and improvement projects.
- Seek out opportunities to further relationships with schools and civic organizations and partner on initiatives and events.
- Support area non-profits in ensuring the recreational needs of all residents are met.

Key Actions

- Maintain automatic engine company coverage with Millburn and Springfield fire departments; and continue partnership agreements with Overlook Medical Center and Bristol Myers Squibb.
- Establish a process and timeline for Broad Street West redevelopment that is clearly communicated to citizens.
- Continue to provide employment opportunities for the 18 to 21 transition program through the Board of Education.
- Promote Cornog Field House as a meeting space for all non-profits that serve the Summit area.
- Ensure community members are not refused participation in a program or event due to financial constraints.

2023 goals

8 Make continuing improvements to critical city assets and infrastructure.

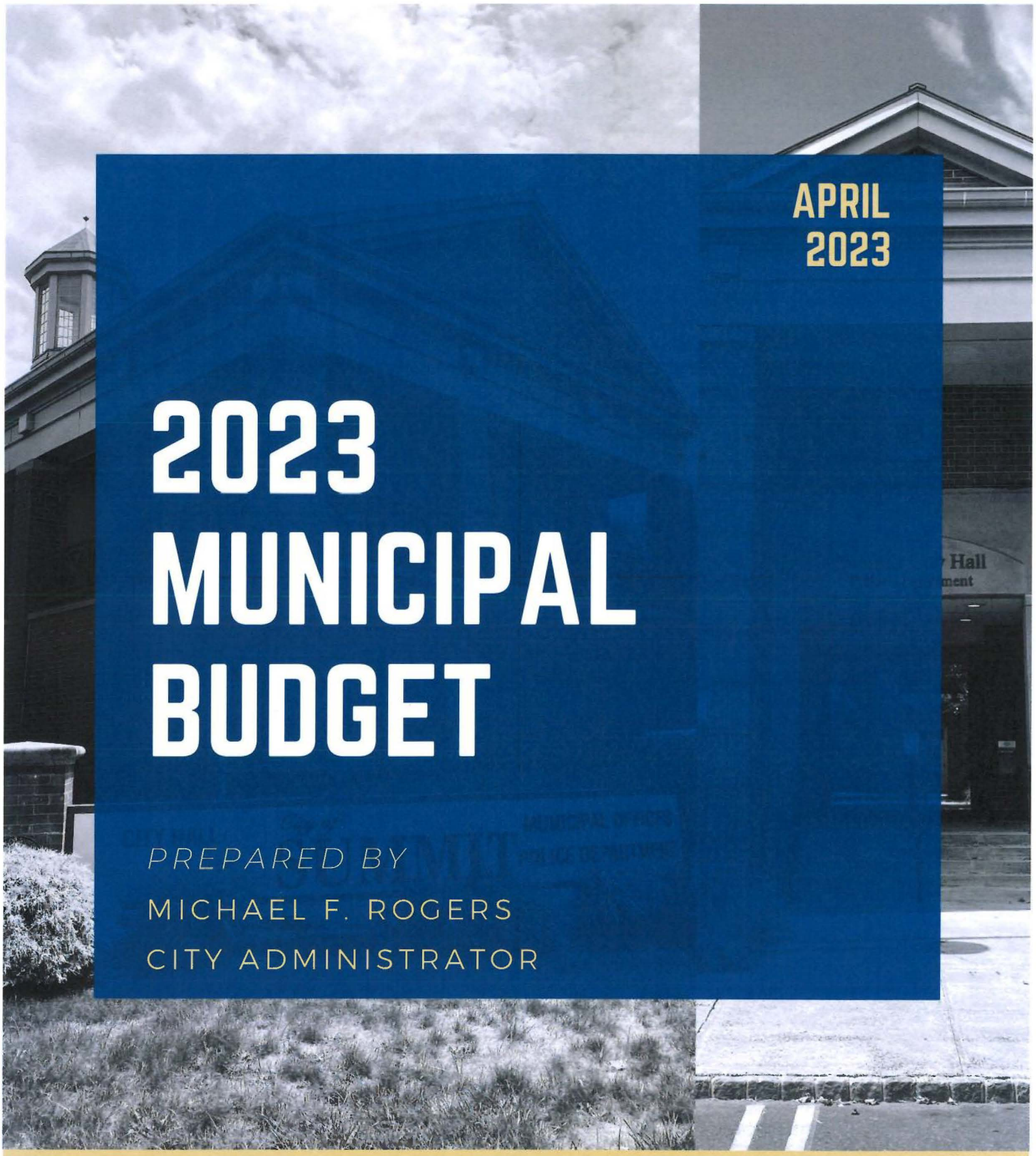
Strategic Objectives

- Identify areas for improvement throughout the city to enhance transportation and public safety options, including safe walking and biking routes.
- Conduct routine, scheduled preventative maintenance to ensure safety and preserve the value of city assets including city streets, parking lots and garages, parks and recreation areas, city buildings and properties, athletic fields and over 8,000 city trees.
- Ensure all city organization software platforms and systems are secure and redundant.

Key Actions

- New firehouse project completion.
- Complete various infrastructure improvements related to sewers, drainage, and roads that are approved capital budget projects.
- Evaluate and plan City Hall network data cabling upgrade and relocation of Independent Distribution Frames (IDFs) and Main Distribution Frame (MDF).
- Continue 24x7 Endpoint and network security fabric management and monitoring.
- Initiate plans to renovate Mabie Playground and pursue fundraising opportunities to offset the cost to complete.
- Determine ways to improve access to Walter Long Field adjacent to the Community Center building.
- Work with a parking consultant to determine current and future parking needs citywide. Make data-driven decisions about future changes.
- Begin work on the golf course water management project.
- Improve garage facility signage and surveillance systems.
- Working together, police and engineering will further identify areas where traffic and pedestrian access improvements are needed.

BUDGET REPORT



APRIL
2023

2023 MUNICIPAL BUDGET

PREPARED BY

MICHAEL F. ROGERS
CITY ADMINISTRATOR

Prepared for

Citizens of the City of Summit

Mayor Nora Radest

Common Council Members

Elected Officials

MAYOR

Nora G. Radest (2023)

COMMON COUNCIL PRESIDENT

Greg Vartan (2024)

PRESIDENT *PRO TEMPORE*

Susan Hairston (2023)

COUNCIL MEMBER-AT-LARGE

Jaime Levine (2023)

WARD 1

Delia Hamlet (2025)

Andrew Minegar (2024)

WARD 2

Lisa Allen (2025)

Marjorie Fox (2023)

City Officials

CITY ADMINISTRATOR
Michael F. Rogers

CHIEF OF POLICE
Steven Zagorski

FIRE CHIEF
Eric Evers

CHIEF FINANCIAL OFFICER
Tammie Baldwin

CITY CLERK
Rosemary Licatese

DIRECTOR OF COMMUNITY PROGRAMS
Mark Ozoroski

DIRECTOR OF COMMUNITY SERVICES
Aaron Schrager

DIRECTOR OF PARKING SERVICES
Rita McNany

CHIEF COMMUNICATIONS OFFICER
Amy Cairns

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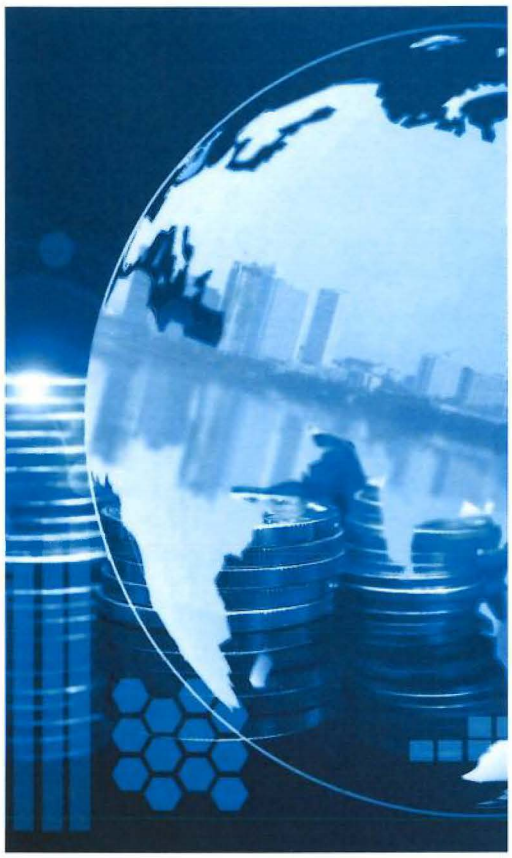
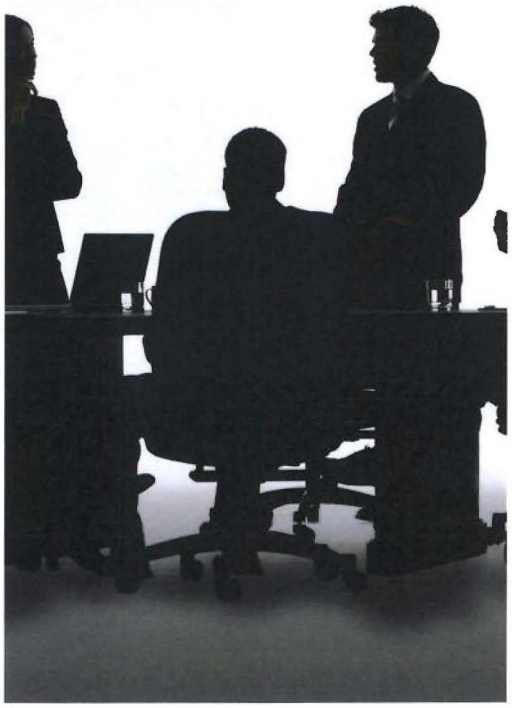




BUDGET MESSAGE

INTRODUCTION

As mandated by New Jersey Local Budget Law, and in accordance with the City of Summit Code, I am submitting Summit's 2023 Municipal Budget to the Common Council for consideration, authorization, and adoption.

In 2022, the city regained its pre-pandemic revenue levels and realized conservative stewardship of its allocated appropriations that led to an operating surplus in its General Fund balance not seen in seven years. In an ordinary budget cycle, a surplus would have sown positive conditions to start 2023. However, there was a "perfect storm" as the three primary budget cost drivers are increasing well beyond a typical, manageable level this year. Municipal debt service, healthcare insurance premiums, and pension obligations are rising, collectively, by approximately $2.4 million. Cost inflation for the city's largest appropriation line-items was a significantly challenging fiscal reality for 2023 municipal budget preparation.

The Common Council Finance Committee carefully examined the 2023 annual operating budget and capital improvement project requests submitted by city department heads and division managers. After extensive review and discussion, the Finance Committee, Capital Projects Committee, and key city staff formulated an annual financial plan that sufficiently balances operational needs with prudent stewardship of public monies.

To this end, the proposed Municipal Budget reflects the city's commitment to preserve its sound financial position and enhanced quality of life through efficient allocation and management of limited resources while being mindful of its long-range fiscal capacity and strategic debt management practices. Further, the Municipal Budget reinforces the city's

high level service delivery goals and provides significant funding for capital improvements to rebuild, repair and improve the city's infrastructure and facilities to meet community needs.

Therefore, I respectfully present the 2023 Municipal Budget as a policy document that establishes a strong operational plan, provides essential public services and responsibly meets other financial obligations. Budget preparation was particularly challenging this year given that various appropriation increases outweighed growing revenue sources. While competing interests and scarce resources always present challenges in balancing the city's annual budget, an increase in property tax revenues will be necessary to provide a more structurally sound financial plan in the future. Consequently, the 2023 municipal tax rate is rising to $0.90, which is $0.02 higher than the 2022 rate.

The 2023 financial totals, which include the city's proposed Sewer Utility and Parking Services Utility operating and capital budgets, balance revenues and appropriations of $68.6 million compared with the 2022 financial total of $64.2 million. This is a 6.9% total financial plan increase. The 2023 municipal tax levy amount that provides revenues to support the city budget was estimated to increase by 3.6%. Fortunately, due to a $34.7 million increase in the city's tax base, the actual net tax levy increase will be approximately 2.5%.

Summary points of 2023 revenue projections are as follows:

- The municipal tax levy is $1,035,181 more than last year.
- General Fund balance anticipated (surplus) revenue will be $8.03 million, up $130,000 from the 2022 budget amount.
- Total local revenues will increase by $540,747 this year.
- State aid revenue (energy receipts taxes) from the State of New Jersey will slightly increase this year by $20,898. Moreover, the additional aid of $157,705 received from the State in 2022 after the city's municipal budget was adopted was reserved to be used in the 2023 municipal budget. Lastly, State aid for school debt service will modestly decrease by $14,722.
- Grants awarded and received so far in 2023 will result in $654,558, or nearly $500,000 more than budgeted last year.
- $366,432 in funds remaining from the American Rescue Plan Act fiscal recovery aid to local governments will be used to offset substantial budget increases this year. Overall, enterprise funds and contribution revenue sources will be down slightly by about $30,000.

Key appropriation highlights include:

Total salary and wages will decrease by $277,095 in the General Fund ($17.8 million total), which includes a 2.25% salary and wage increase for the Teamsters (public works employees), FMBA (firefighters) and non-union employees. An additional $140,000 is included in the reserve for salary adjustment line-item account to provide for estimated funds needed when the city finalizes its Policeman Benevolent Association (PBA) contract negotiations this year.

Combined Other Expense appropriation line items for all municipal departments show a net increase (excluding insurance) of $204,131, or 2.7%. A large contributor to other expense increases is the city's curbside recycling collection service contract. Negotiated in mid-2022, this new two-year contract will increase costs by $142,800 due to inflationary market conditions. Excluding the curbside recycling collection service increase, the overall combined Other Expense Appropriation rise this year is $61,331, or less than one percent growth from the 2022 total.

Pension obligations (PERS and PFRS) will rise this year by $525,134, or 12.5%.

Municipal debt service payments in the General Fund budget will significantly increase by $981,618, or 17.5%. In the Sewer Utility budget, debt service payments are rising by $316,074 from last year. Debt service obligations for the Parking Services Agency are decreasing by $7,816 from 2022.

Healthcare insurance premium costs will substantially increase this year by a gross total amount of $895,463. However, $101,393 of cost increases will be allocated to the city's two utility and library budgets. Furthermore, current city employees will contribute approximately $1.41 million toward health insurance premium costs, approximately $263,718 more than last year. Lastly, the city will use $383,352 of self-insurance trust reserves to reduce the General Fund budget amount to reflect a line-item increase of $147,000.

General liability and workers compensation costs combine for a total increase of $16,285 from what was budgeted last year.

The proposed 2023 Capital Improvement Plan (CIP) estimates $5.22 million to be budgeted for various capital project needs, including those in the Sewer and Parking Services utilities. Approximately $826,000 is budgeted for various city facility and recreational improvements, and $445,000 for department equipment and vehicles, and

roads. $720,000 of the total capital budget amount is for investment in infrastructure such as sidewalks and streetscapes throughout the community. The city plans to invest $3.23 million toward capital improvement costs for sewer operations infrastructure and equipment.

Despite challenges to meet increasing service delivery demands and community needs, the municipal budget will direct its constrained resources to achieve strategic operational priorities and investments in streets, sidewalks, buildings and park facilities while maintaining a stable fiscal position.

The budget report provides a brief overview of the city's profile and economic condition, with an assessment of where revenues come from and how money is spent. Additional details are included about city debt and pension obligations, insurance and tax base insight. Further, a more detailed and complete picture of each municipal service area, respective departmental goals, objectives and staff are contained within the municipal budget document. The comprehensive budget document was compiled with the assistance of the Chief Financial Officer, Communications Office, department heads, division managers and other key administrative staff. It is the goal of city administration for this financial and managerial document to provide transparency and guidance for elected officials and Summit citizens in understanding how past budget policies and decisions impacted the financial health of our municipality, and how the 2023 budget provides for a sufficient level of financial resources to meet spending obligations and service responsibilities.

SUMMIT DEMOGRAPHICS

Population (As of July 1, 2021)	**22,526**
Population % change from 2010	**5.0%**
Land Area (square miles)	**6.0**
Housing units (as of April 1, 2010)	**8,190**
Owner-occupied housing unit rate, 2017-2021	**69.7%**
Median value of owner-occupied housing units, 2017-2021	**$852,300**
Median gross rent, 2017-2021	**$2,033**
Persons per household, 2017-2021	**2.85**
High school graduate or higher, percent of persons age 25 years+, 2017-2021	**95.2%**
Bachelor's degree or higher, percent of persons age 25+, 2017-2021	**69.6%**
In civilian labor force, total percent of population age 16 years+, 2017-2021	**68.8%**
Median household income (in 2021 dollars)	**$151,505**
Per capita income in past 12 months (in 2021 dollars), 2017-2021	**$93,807**

Source: US Census Bureau https://www.census.gov/quickfacts/table/summitcitynew jersey/
2017-2021 American Community Survey five-year estimates

The City of Summit is a prominent, historic suburban community, consisting of six square miles in Union County, New Jersey. Twenty miles west of New York City, Summit is a 15-minute drive from Newark Liberty International Airport. Two major highways lie to the north and east of the municipal border, providing convenient access for people and commerce to circulate in and out of the city.

Summit is a thriving regional transportation hub with a centrally-located train station, an integral transfer point on the Morris & Essex line of the New Jersey Transit railway, providing direct service to New York Penn Station and Hoboken Station. The New Jersey Department of Transportation has designated Transit Village status to the city, creating incentives for economic development in areas adjacent to the train station and transit.

With an estimated 22,526 residents, Summit ranks 133 out of the 565 municipalities in the State of New Jersey in population density. It is a walkable community with a vibrant, pedestrian-friendly central business district. According to recent census figures, our pedestrian and bike-friendly city is ranked 16 in the state for highest per capita income. In 2022, according to the U.S. Census Bureau, the median household income in Summit was $151,505 compared with the rest of Union County at $87,369 and the State of New Jersey at $89,703.

Summit's corporate residents and their employees are an integral aspect of city life. Before restrictions were put in place during the 2020 pandemic, Summit welcomed approximately 17,000 people to our city each day in more than 200 retail stores, restaurants, businesses and corporate offices. As commuters continue to return to the workplace, there is significant potential for an increase in economic activity in Summit in the near future.

Summit is home to two major corporate employers: Atlantic Health Systems Overlook Medical Center and Bristol Myers Squibb.

In 2022, Overlook Medical Center was named by Healthgrades as one of America's 50 Best Hospitals for stroke care, spine surgery, critical care, gastrointestinal surgery and gastrointestinal care. It also received a 2022 World's Best Hospital designation by Newsweek and was recognized as a Best Regional Hospital in the NY Metro area by U.S. News & World Report for the 12th consecutive year.

Its Atlantic Neuroscience Institute is the region's leader in neuroscience care, offering a range of advanced neurological, neurosurgical and neurodiagnostic services, and is a designated Advanced Comprehensive Stroke Center.

It is a certified Level IV Epilepsy Center and home to the Gerald J. Glasser Brain Tumor Center, where more brain tumor surgeries are performed than anywhere else in New Jersey. Overlook Medical Center has advanced certification from the Joint Commission for perinatal care, behavioral health care, spine surgery, wound care, and primary care medical home (PCMH).

Of the 3829 employees in its Overlook Medical Center location, 1,956 are physicians. In 2022, there were 87,496 emergency room visits and 343,338 outpatient visits. There were 19,971 admissions, excluding 2,565 births. There were 10,107 same-day surgeries and 4,684 inpatient surgeries. There are 513 licensed beds in the facility.

With headquarters in New York City, Bristol Myers Squibb (BMS) is a global biopharmaceutical company whose mission is to discover, develop and deliver innovative medicines that help patients prevail over serious diseases. The growing global company has over 12,371 employees worldwide, and a $3.2 billion payroll annually. It is a leading biopharma company that employs talented individuals driving scientific innovation. In its two Summit locations, BMS employs 2,371 on its west campus and 900 on its east campus location that was recently acquired by Onyx Equities. BMS will be consolidating its operations to the Summit west campus in 2024.

In 2022, 586 BMS employees volunteered over 1,283 hours donating their time and talents to Summit and the extended Union County community. They supported efforts at GRACE, the Community Food Bank of New Jersey and the United Way. BMS was a sponsor of Summit's annual Fourth of July celebration and awarded the Summit Volunteer First Aid Squad $50K for a new ambulance.

BMS was awarded the Secretary of Defense Freedom Award in 2022, the highest recognition given by the U.S. Government to employers for their support of employees who serve in the Guard and Reserve. It was also ranked as the top employer for veterans by the Military Times.

Summit public schools are consistently rated superior, not only academically but also for their music, art, athletics and other cultural programs. In the 2022 U.S. News & World Report list of the best high schools, Summit High School was ranked #363 in the nation and #16 in the state.

The Summit Free Public Library is a valued community resource. In 2022, the library had 18K registered cardholders, 150.7K library visits, and hosted 1.1K library events with 17.9K attendees. There were 270.4K materials borrowed and 15K questions answered.

NET ASSETS

Net assets of the General Fund are the equivalent of unassigned fund balance, or surplus. Surplus is necessary for adequate cash flow to either anticipate a current year budget revenue and/or provide funds for emergencies and unforeseen events. In the State of New Jersey, certain amounts of surplus must be used for receivables such as taxes, interfunds and other revenues that have not yet been collected. The unassigned fund balance increases when these receivables are realized in cash.

GENERAL FUND					
	2022	**2021**	**2020**	**2019**	**2018**
Assets	$16,678,076	$17,941,102	$17,797,124	$16,833,897	$16,706,944
Liabilities	($5,895,515)	($7,461,777)	($7,477,742)	($6,646,515)	($6,155,049)
Reserves	($742,280)	($780,825)	($1,054,191)	($1,049,685)	($890,991)
Net Assets	**$10,040,281**	**$9,698,500**	**$9,265,191**	**$9,137,697**	**$9,660,904**

The city's sewer and parking services utilities are enterprise funds. Accounting in enterprise funds incorporates certain principles that are similar to commercial enterprises, such as accruing expenses. The most important aspect of enterprise funds is that they are required to be self-liquidating. In other words, each utility fund must realize sufficient revenues to cover operational costs.

SEWER UTILITY FUND					
	2022	**2021**	**2020**	**2019**	**2018**
Assets	$1,921,503	$2,092,818	$2,091,787	$1,669,172	$1,415,531
Liabilities	($257,481)	($403,025)	($303,025)	($274,489)	($198,493)
Reserves	($15,525)	$0	($56,686)	($57,536)	($49,093)
Net Assets	**$1,648,497**	**$1,689,793**	**$1,732,076**	**$1,336,147**	**$1,167,945**

PARKING SERVICES UTILITY FUND					
	2022	**2021**	**2020**	**2019**	**2018**
Assets	$2,412,570	$2,581,558	$2,174,686	$2,777,369	$2,924,199
Liabilities	($1,514,161)	($1,569,715)	($1,245,827)	($994,863)	($1,142,214)
Reserves	$0	$0	$0	$0	$0
Net Assets	**$898,409**	**$1,011,843**	**$928,859**	**$1,782,506**	**$1,781,985**

CAPITAL ASSETS

According to CBIZ Valuation and its property valuation report dated February 7, 2022, as of December 31, 2022, the city's investment in capital assets is more than $110.18 million. This investment in capital assets includes land, outdoor improvements, buildings, machinery, equipment, furnishings and licensed vehicles. With the exception of computer equipment, assets such as equipment and furnishings were inventoried utilizing the capitalization threshold selected by the city at a $500 per unit cost. Major expenditures for capital assets and improvements made in 2022 will be analyzed and reported on later this year. Below is an account summary of city assets valued and owned at year end 2022.

NET CHANGES of CITY ASSET ORIGINAL COSTS				
Asset (Number)	**Beginning Year Original Cost**	**Additions**	**Disposals**	**Ending Year Original Cost**
Land Parcels (54)	$52,110,100	$0	$0	$52,110,100
Outdoor Improvements (151)	$5,048,008	$78,982	$0	$5,126,990
Buildings (78)	$31,768,266	$558,941	$0	$32,327,207
Construction in Progress (0)	$354,637	$0	$354,637	$0
Infrastructure (3)	$68,932	$0	$0	$68,932
Machinery & Equipment (714)	$9,108,848	$149,028	$0	$9,257,976
Licensed Vehicles (140)	$11,333,780	$0	$42,115	$11,291,665
Totals (1,140)	**$109,792,571**	**$786,951**	**$396,752**	**$110,182,770**

NET CHANGES of CITY ASSET ORIGINAL COSTS				
Asset (Number)	**Beginning Year Accumulated Depreciation**	**Current Year Depreciation Net Assets**	**Ending Year Accumulated Depreciation**	**Net Book Value (Original Cost - Depreciation)**
Land Parcels (54)	$0	$0	$0	$52,110,100
Outdoor Improvements (151)	$4,702,438	$61,169	$4,763,607	$363,383
Buildings (78)	$16,450,576	$720,135	$17,170,711	$15,156,496
Construction in Progress (0)	$0	$0	$0	$0
Infrastructure (3)	$6,248	$1,061	$7,308	$61,624
Machinery & Equipment (714)	$6,839,398	$332,427	$7,171,825	$2,086,051
Licensed Vehicles (140)	$8,001,514	$609,864	$8,611,378	$2,680,287
Totals (1,140)	**$36,000,173**	**$1,724,656**	**$37,724,829**	**$72,457,941**

The total number of city assets increased by 11, growing the original cost of capital asset value by $1.04 million from 2022. Asset category Machine & Equipment grew last year by net $149,028. The cost value of Buildings increased the most of any asset class by approximately $558,941. The sole Construction in Progress asset is now fully disposed of, which results in a net decline of $354,637. Yearly net change in accumulated depreciation was $1.72 million. Lastly, the net book value of all capital assets decreased by $1.33 million from year end 2021.

2022 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	**General Fund**	**Sewer Utility Fund**	**Parking Services Utility Fund**
Revenues & Other Income Realized:			
Fund balance/ operating surplus	$7,900,000	$604,868	$880,731
Miscellaneous revenue anticipated	$10,340,435		$20,000
Receipts from delinquent taxes	$343,268		
Receipts from current taxes:	$139,469,610		
Users charges		$4,638,945	$2,340,323
Miscellaneous	$323,231	$162,564	$14,595
*Other**	$1,864,410	$195,118	$68,988
Subtotal	**$160,241,044**	**$5,601,495**	**$3,324,637**

Other receipts:

- ***General Fund*** - Unexpended balance of appropriation reserves, accounts payable canceled, miscellaneous receivables, grant reserves canceled, interfunds returned.
- ***Sewer Fund*** - Joint Meeting surplus.
- ***Parking Fund*** - Unexpended balance of appropriation reserves.

2022 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	**General Fund**	**Sewer Utility Fund**	**Parking Services Utility Fund**
Expenditures:			
Operating	$33,023,944	$3,437,080	$1,699,975
Capital improvements	$107,000	$107,000	$0
Debt service	$5,611,572	$660,636	$657,253
Deferred charges & statutory expenditures	$4,918,420	$145,560	$73,000
Surplus (to General Fund)	$0	$700,000	$0
Local school district purposes	$3,719,481		
Refund prior year revenue			
Interfunds advanced	$45		
County tax	$35,230,555		
Local school district tax levy	$69,137,265		
Special district taxes	$268,474		
Subtotal	**$152,016,756**	**$5,050,276**	**$2,430,228**

2022 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	**General Fund**	**Sewer Utility Fund**	**Parking Services Utility Fund**
Statutory excess to surplus	$8,224,288	$560,219	$429,728
Fund balance January 1, 2022	$9,715,993	$1,693,146	$880,731
Subtotal	**$17,940,281**	**$2,253,365**	**$1,310,459**
Utilized as anticipated revenue	($7,900,000)	($604,868)	($412,050)
Fund Balance December 31, 2022	**$10,040,281**	**$1,648,497**	**$898,409**

2023 FINANCIAL BUDGET OVERVIEW

City government accounts for all of its revenues and appropriations within a system of funds based on a modified accrual accounting method. Its main fund is the General Fund. The majority of financial resources for services provided by the city, such as police, fire and trash collection are received into, and spent from, this general fund. The city also maintains capital, trust and utility funds. To be in accordance with state budget laws, the city must ensure revenues from utility and trust user charges (fees) are spent on costs associated with providing sewer and parking services within its utility funds and Uniform Construction Code (building and construction) within its dedicated trust. Given that utility and trust funds are separate from the General Fund, any annual costs to provide these service activities are funded solely from respective user fees, and not from municipal property taxes.

The financial summary totals for 2023 approximates $68.63 million and includes appropriations for the General Fund operations, Sewer and Parking Services utility funds and its respective annual capital budgets. Compared with 2022, the total 2023 financial budget represents a $4.41 million, or 6.9% increase. The proposed 2023 municipal budget will increase by $2.59 million, or 5.0%. The total combined capital budgets for all three funds will require $5.22 million to fund various infrastructure, facility and equipment needs. The 2023 total capital budget request is 14.1% more than the approved 2022 capital budget plan.

FINANCIAL SUMMARY TOTALS			
	2023	***2022***	***% Change***
General Fund			
Municipal Budget	$55,063,137	$52,466,658	5.0%
Capital Budget	$1,991,000	$2,140,000	(7.0%)
General Fund Subtotal	**$57,054,137**	**$54,606,658**	**4.5%**

FINANCIAL SUMMARY TOTALS			
	2023	***2022***	***% Change***
Sewer Utility Fund			
Operations Budget	$5,599,657	$5,050,276	10.9%
Capital Budget	$3,235,000	$2,140,000	51.2%
Subtotal	**$8,834,657**	**$7,190,276**	**22.9%**
Parking Utility Fund			
Operations Budget	$2,750,726	$2,430,228	13.2%
Capital Budget	$0	$0	0%
Subtotal	**$2,750,726**	**$2,430,228**	**13.2%**
Total Financial Budgets	**$68,639,520**	**$64,227,162**	**6.9%**

SUMMIT TAX DOLLAR

For every property tax dollar billed and collected, the city retains only $0.21 to fund municipal budget needs.

Property Tax Impact

Municipal Tax Rate:

The estimated 2023 municipal tax rate is $0.903, a $0.022 increase above the 2022 rate. The formula to determine the municipal tax rate is as follows:

STEP 1

Total appropriations minus anticipated non-tax general revenues
= Cash Required to Support Budget

STEP 2

Step 1 amount divided by Anticipated Collection Rate

STEP 3

Step 2 amount (total Amount to be Raised by taxes) **minus total Local School, County, and Library tax levies**

STEP 4

Step 3 amount divided by the city's net assessed valuation of tax base

SUMMIT TAX RATE

- **STEP 1:** $155,914,324 - $19,201,206 = $136,713,118
- **STEP 2:** $136,713,118/0.96471734 = $141,713,134
- **STEP 3:** $141,713,134 - $112,150,517 = $29,562,617
- **STEP 4:** $29,562,617/$3,272,503,289 = $0.903

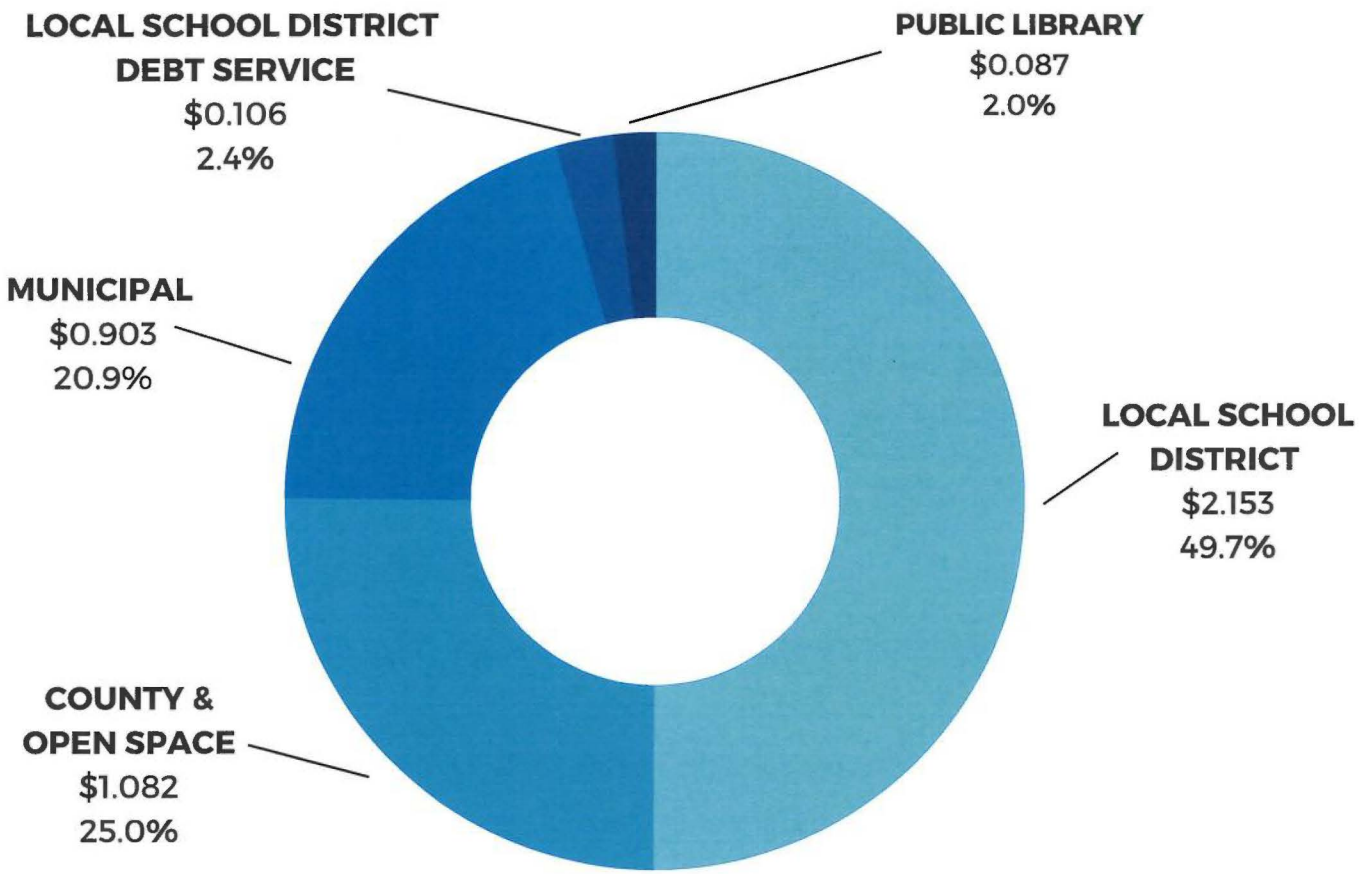
2023 Summit Tax Rate
= $0.903 per $100 of Assessed Valuation

CITY OF SUMMIT TAX RATE COMPARISON		
	2023	**2022**
Municipal budget appropriations	$43,763,815	$41,362,080
LESS: (General Revenues)		
Fund balance (surplus)	$8,030,000	$7,900,000
Local revenues	$3,706,445	$3,165,698
State aid	$3,443,969	$3,176,628
Grants	$654,558	$155,887
Enterprise funds/ Contributions	$3,048,234	$3,077,703
Prior year tax receipts	$318,000	$360,000
General Revenues Total	*$19,201,206*	*$17,835,916*
Subtotal	$24,562,601	$23,526,164
Add: Reserve for Uncollected Taxes	$5,000,016	$5,001,272
Amount to be raised by taxes	$29,562,617	$28,527,436
Divided by: Net Assessed Valuation	$3,272,503,289	$3,237,730,137
MUNICIPAL TAX RATE (per $100 of Assessed Valuation)	**$0.903**	**$0.881**

SUMMIT PROPERTY TAXES

2023 TAX RATE BREAKDOWN

- Pie chart below illustrates each property tax rate and its respective percentage of the total tax rate. Total tax rate is $4.32/$100 of assessed valuation.
- In 2023, $0.01 of the municipal tax rate is equal to $327,000, which is based on city's net assessed valuation of $3.27 billion.
- Tax base growth year-over-year is approximately $34.7 million that will generate, in total, about $1.50 million new tax revenue.
- Using the estimated 2023 municipal tax rate, municipal tax revenue will increase by about $314,000 as a result of tax base increase.
- Overall impact from tax base growth on the municipal tax rate is 1.0%, or about $0.01.



SUMMIT PROPERTY TAXES

HISTORICAL BREAKDOWN OF TAX RATES

- Chart below depicts each component of the total property tax rate amounts in years 2018 through 2023.
- Rates for 2023* tax year are estimated and show an increase of $0.048 above 2022.
- Since 2018, on average, the:
  - Municipal tax rate has increased by 1.4%.
  - Local school district tax rate has risen by 1.2%.
  - County tax rate has steadily declined by 2.0%.
  - School debt obligation tax rate has significantly declined by 6.0%.
  - Public library tax rate was relatively flat until this year (10.1% increase), which consequently raised the average to 2.3%.
- Overall, during 2018-2023 time period, Summit property owners have realized an average property tax decrease of 0.3% per year.

2018 - 2023* PROPERTY TAX RATES						
	2023*	**2022**	**2021**	**2020**	**2019**	**2018**
Municipal	$0.903	$0.881	$0.864	$0.855	$0.853	$0.844
Local School District	$2.153	$2.136	$2.115	$2.089	$2.063	$2.030
County & Open Space	$1.082	$1.080	$1.151	$1.193	$1.217	$1.237
Local School Debt Service	$0.106	$0.107	$0.109	$0.145	$0.154	$0.149
Public Library	$0.087	$0.079	$0.078	$0.078	$0.078	$0.079
TOTAL	**$4.331**	**$4.283**	**$4.317**	**$4.360**	**$4.365**	**$4.339**

SUMMIT PROPERTY TAXES

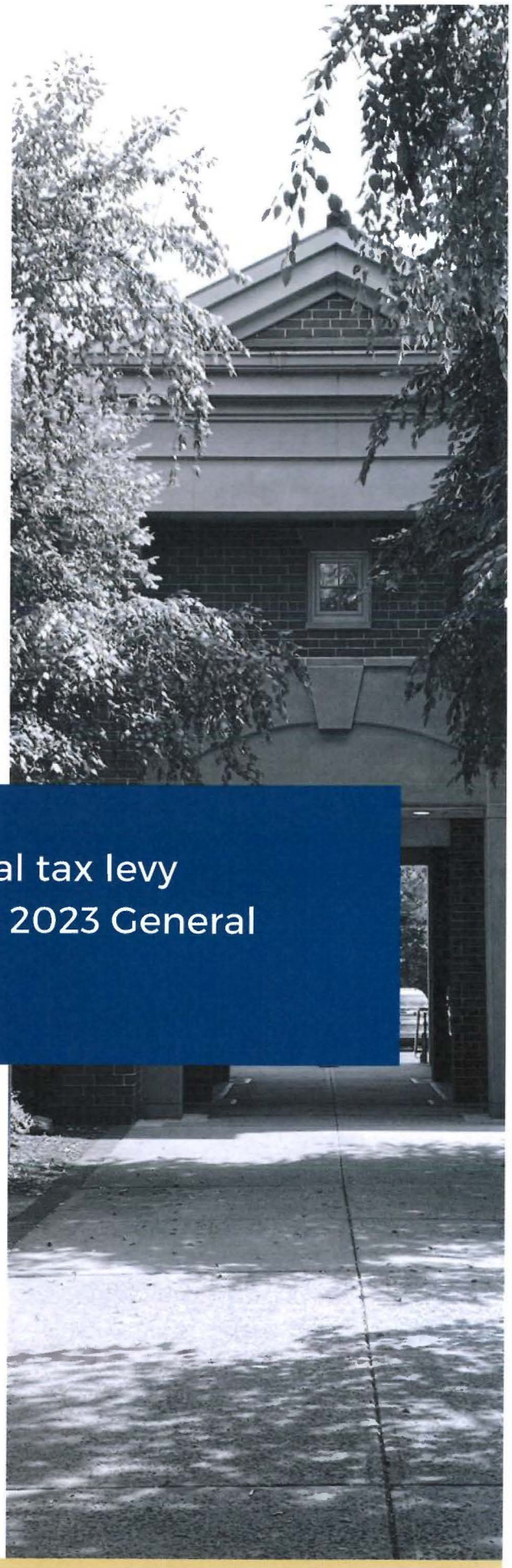
TAX IMPACT ON PROPERTY OWNERS

- **For 2023, Summit's average residential assessment value is $431,204.**
- **Chart below shows a total tax bill breakdown comparison between actual 2022 tax amounts and what an estimated total tax bill might look like in 2023. Average residential homeowner may realize an estimated $206 increase in their total tax bill.**
- **Based on 2023 estimates, Summit property owners may likely realize a 1.16% increase in their total tax bills this year.**
- **For every $100,000 of residential valuation assessment, a property owner should anticipate an estimated $47.00 increase in their total tax bill, and $22.00 increase in the municipal portion of the tax bill.**

TOTAL PROPERTY TAX BILL COMPARISON Average Residential Valuation Assessment ($431,204)		
	2023*	**2022**
Municipal	$3,894	$3,799
Local School District	$9,283	$9,211
County & Open Space	$4,666	$4,657
Local School Debt Service	$457	$461
Public Library	$375	$341
***ESTIMATED TOTAL PROPERTY TAX EFFECT**	**$18,675**	**$18,469**

2023 GENERAL FUND REVENUE SYNOPSIS

- Anticipated **increases:**
  - $540,747 in Local Revenues
  - $498,671 in Grants
  - $163,881 in State Aid
  - $130,000 in Fund Balance
- Anticipated **decreases:**
  - $29,469 in Enterprise Fund/Contributions
  - $42,000 in Prior Year Taxes

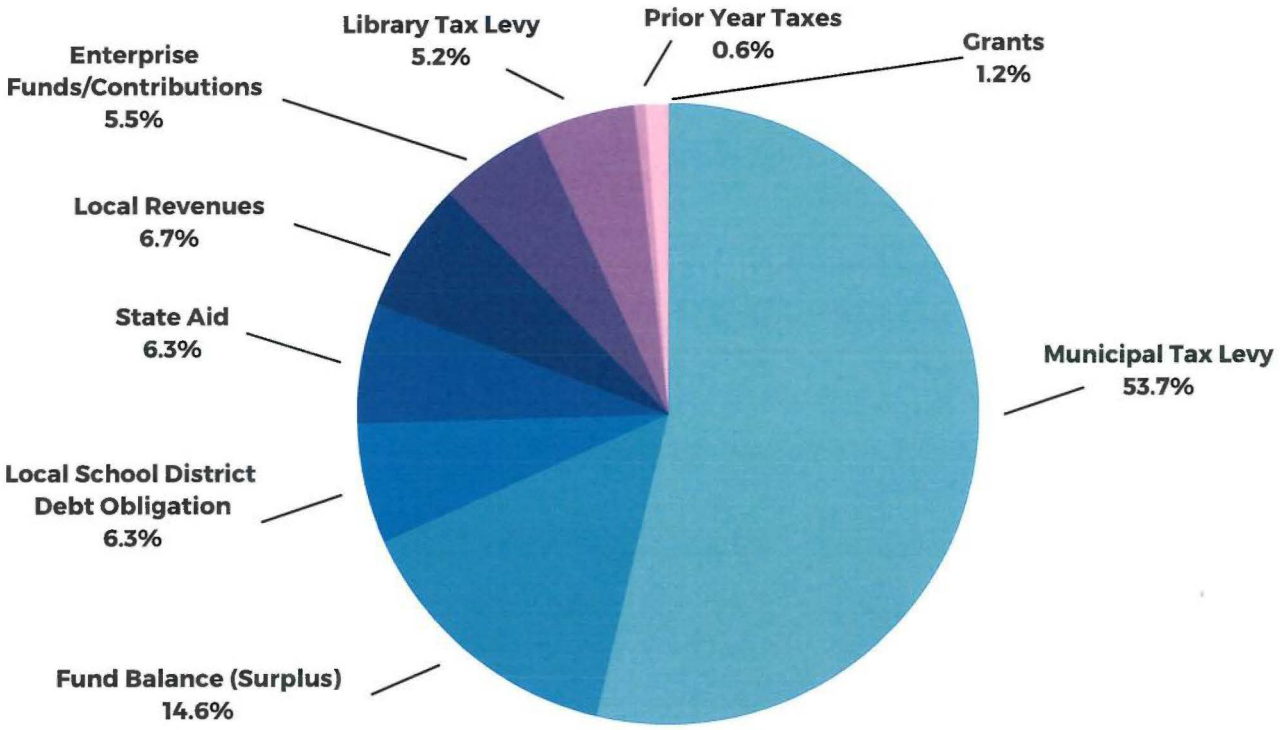


$1.03M in additional municipal tax levy revenue is needed to balance 2023 General Fund operating budget.

The municipal budget authorizes annual appropriations for service provision (staffing and other resources needed), programs and other financial obligations for Summit citizens. State and local laws authorize the city to raise revenues to fund these appropriations. There are several main revenue categories containing monetary sources for the city to support its operations. The following illustrates "where budget dollars come from" to fund city budget appropriations.

2023 ANTICIPATED REVENUES (%)

WHERE BUDGET DOLLARS COME FROM



GENERAL FUNDS			
	2023 Anticipated	2022 Anticipated	Dollar Change from 2022
Fund Balance	$8,030,000	$7,900,000	$130,000
Local Revenues	$3,706,445	$3,165,698	$540,747
State Aid	$3,443,969	$3,280,088	$163,881
Grants	$654,558	$155,887	$498,671
Enterprise Funds/Contributions	$3,048,234	$3,077,703	($29,469)
Prior Year Tax Receipts	$318,000	$360,000	($42,000)
Municipal Tax Levy	$29,562,617	$28,527,436	$1,035,181
School District Debt Obligation	$3,460,732	$3,462,650	($1,918)
Library Tax Levy	$2,838,582	$2,537,196	$301,386
TOTAL REVENUES	**$55,063,137**	**$52,466,658**	**$2,596,479**

The previous chart categorically outlines revenues with anticipated total amounts to fund the city's 2023 municipal budget (see general revenue section, page 4-1 for more details).

Expenses paid from the General Fund are supported primarily from municipal taxes. As the 2023 Anticipated Revenues graph illustrates, the most significant budget revenue source is derived from taxes levied on real property assessed valuations. Municipal tax revenue accounts for 53.7% of total revenues this year, a decline of 0.7% (2022: 54.4%). In 2023, total projected non-tax levy revenues are $19.2 million, which are about $62,000 lower than 2022 realized revenues. State aid revenues are anticipated to be higher than 2022 anticipated aid numbers due to an increase of $178,603 from energy receipts tax revenue. Over the last three budget cycles, the COVID-19 pandemic greatly impacted city revenue. However, local revenue sources have recovered to near pre-pandemic levels, and are projected to be higher than 2022 anticipated amounts by approximately $540,747.

Even though anticipated enterprise funds and contributions are expected to be about $40,000 lower than anticipated last year, a major reason why this non-tax revenue source is not lower is because of the remainder of federal American Rescue Plan (ARP) Act fiscal recovery aid to local governments. The ARP funds total amounted to approximately $2.29 million for Summit, broken into two equal tranches of $1.145 million. In 2022, the city hedged against the aid loss, and only anticipated $850,000. Consequently, the city will have about $366,432 to use in 2023 ($70,468 from first tranche in 2021, and the remaining $295,964 from second distribution). Overall, in 2023, city administration expects most of its revenue sources to remain stable and meet projections.

The Common Council Finance Committee and its municipal budget team recommend using $8.03 million of General Fund balance (surplus) as a revenue source to stabilize the municipal budget. The General Fund balance amount anticipated in the 2023 municipal budget is $130,000 higher than in 2022 and is necessary to offset other declining revenue sources. By credit rating agency standards, the city's use of fund balance as a budget revenue source, which is approximately 14.6% of total operating appropriations this year, is considered low and qualifies as a 'very strong' financial indicator. Moreover, the fund balance used last year ($7.90 million) as a percentage of the total fund balance available in 2022 ($9.69 million) was about 81%, whereas in 2023 the $8.03 million of surplus anticipated is approximately 80% of total fund balance available ($10.04 million).

The following comparative schedule of fund balances show all three fund balances for years 2012 to 2022 and the amounts utilized in succeeding years.

GENERAL FUND		
	Balance Ending December 31	**Utilized in Succeeding Year**
2022*	$10,040,281	$8,030,000
2021	$9,698,500	$7,900,000
2020	$9,265,192	$7,600,000
2019	$9,147,572	$6,900,000
2018	$9,660,903	$6,900,000
2017	$9,403,823	$6,900,000
2016	$8,083,571	$7,100,000
2015	$8,747,775	$7,100,000
2014	$10,071,282	$7,600,000
2013	$9,732,447	$6,300,000
2012	$8,072,954	$6,300,000
2022* unaudited Fund Balance amounts		

SEWER UTILITY FUND		
	Balance Ending December 31	**Utilized in Succeeding Year**
2022*	$1,648,497	$604,868
2021	$1,689,793	$604,868
2020	$1,732,076	$520,280
2019	$1,128,607	$266,000
2018	$1,167,944	$280,000
2017	$874,451	$463,000
2016	$993,674	$630,000
2015	$953,753	$355,000
2014	$926,849	$325,000
2013	$954,381	$350,000
2012	$1,251,482	$346,000
2022* unaudited Fund Balance amounts		

PARKING SERVICES UTILITY FUND		
	Balance Ending December 31	**Utilized in Succeeding Year**
2022*	$898,409	$343,821
2021	$1,011,843	$412,050
2020	$928,859	$928,859
2019	$1,775,691	$923,498
2018	$1,781,985	$662,705
2017	$1,560,378	$329,000
2016	$1,870,167	$193,148
2015	$1,370,646	$54,643
2014	$1,556,371	$386,000
2013	$1,216,876	$0
2012	$731,436	$0
2022* unaudited Fund Balance amounts		

Some unassigned funds in the General Fund balance will be used to offset discretionary appropriation reserve line items such as $25,000 in deferred charges for previous capital expenses unfunded, $75,000 in the reserve for tax appeals, and $140,000 in the reserve for salary adjustments. Recognizing the need for additional non-tax revenues to keep pace with annual appropriation demands, city administration will continue to focus on developing new revenue options to stabilize or reduce the municipal tax levy amount.

LOCAL and ENTERPRISE/CONTRIBUTIONS REVENUES

Revenue projections in the 2023 General Fund budget reflect a challenging scenario for the construction of the municipal budget. Several anticipated local revenue sources remain consistent and stable this year. Fortunately, a majority of revenue line-items such as municipal court fees/costs, interest on investments, Family Aquatic Center fees, and police off duty administration fees are anticipated to increase a combined $565,751 this year. Other revenue line-items expected to rise this year are health fees, municipal golf course fees, hotel/motel occupancy fees, zoning board fees and utility cell tower lease fees. In total, the projected revenue increases from these sources will be approximately $33,500. On the downside, cable television franchise fees from both Verizon and Comcast will be down again by $15,251 in 2023. Indeed, cable franchise fees have trended downward over the last several years by an average of $18,109 per year. Lastly, as a result of an excellent collection rate last year (99.77%), interest and costs on taxes still uncollected will be down by $15,000 at budgeted amount of $145,000.

During the five-year period of 2013 to 2017, the total local revenues realized fluctuated minimally between $2.56 and $2.60 million. However, in 2018, local revenues jumped to $3.89 million and can be directly attributed to two revenue sources: Atlantic Health System/Overlook Medical Center community service support agreement ($795,400) and utility income from cell tower leases ($125,000). Attempting to balance declining contribution and reserve revenue sources, the 2023 municipal budget provides for estimated local revenue amounts ($3.70 million) above 2022 anticipated revenues ($3.16 million) in various line items (approximately $540,747 higher).

Looking to the 2024 budget year, the 2017 AHS agreement with the city ends, and the $795,400 contribution will be replaced with the NJ state "bed tax" law amount estimated to generate approximately $500,000 per year for the city.

In the enterprise/contribution revenue section, the municipal budget will be significantly impacted this year by depleted reserve sources of revenue. However, the Parking Services utility continues to show signs of financial improvement that will allow for $85,000 to be contributed toward the General Fund operating budget. In 2020, the Parking Services Utility realized a serious decline in revenue that significantly reduced its contribution to the General Fund budget from $800,000 in 2019 to $0 in 2021 and 2022. Lastly, the Sewer Utility's financial condition is strong, which will allow for a contribution amount of $850,000, an increase of $150,000 from last year.

Several reserve amounts are being used as revenue sources to offset municipal debt service payments, which includes additional energy receipt taxes received mid-2022, past sale of municipal assets revenue, and general capital surplus accumulated from capital project appropriations canceled. Total combined reserves amount to almost $1.16 million, with the general capital surplus revenue up $175,000. Additionally, the city will be using $29,802 of FEMA reimbursement revenue that was reimbursed for COVID-19 pandemic costs incurred in 2020. Looking ahead, unfortunately two more reserve accounts (FEMA and municipal asset sale) will be depleted after this year. While the city has been responsibly using revenue reserves over the past several years to offset other declining revenue sources, the available reserve amounts are diminishing for future revenue use. To illustrate, in 2020, various reserves accounted for $1.28 million in revenue. In 2021, it was about $787,000. Last year, $50,133 of Community Center donation reserves were used in the budget to deplete that account.

Finally, and most importantly, the passing of the federal American Rescue Plan (ARP) Act in 2021 granted the city $2.29 million in fiscal recovery funds, of which 50% was distributed in 2021 ($1.145 million) and the other 50% tranche in 2022. The city used $850,000 of the $1.145 million received in its 2022 municipal budget. As mentioned on a previous page, by not anticipating the full amount in aid received in 2022, the city reduced the non-reoccurring revenue exposure of the aid and will use the remaining $366,432 this year as a revenue source. The ARP revenue aid provided a critical revenue source for the city's 2021-2023 budgets as the overall loss of other local revenue sources and contributions amounted to approximately $1.5 million.

PRIOR YEAR TAXES

In 2022, the city exceeded its anticipated tax collection rate (96.45%) by 3.32% (99.77%). Historically, the city takes a very conservative approach by anticipating a lower annual collection rate. The anticipated collection rate is directly tied to the appropriation reserve for uncollected taxes. Given the city's consistently high annual collection rate, the 2023 municipal budget reflects a 96.47% collection rate that, in turn, results in a reserve for uncollected taxes at $5 million.

For the last five years, on average, the city's collection rate has been 99.67%. Thus, the city's collection rate in 2022 was above satisfactory and consistent with prior years.

The following charts outline what the city billed and collected during 2022.

2022 Property Tax Billing	
TAXES BILLED	
Municipal levy	$28,527,436
Local School District levy	$72,599,916
County levy	$33,842,344
County Open Space levy	$1,158,441
Public Library levy	$2,537,196
Total Levy	***$138,665,333***
Excess Collections	$6,649
Special Improvement District	$267,878
Added & Omitted	$905,961
Remitted, Abated or Canceled	($58,820)
Total Taxes Billed	***$139,787,001***

2022 Property Tax Collection	
TAX COLLECTION	
Collected in 2022	$137,904,538
Prepaid in 2021	$1,172,261
Senior & Veteran Deductions	$46,000
Homestead Benefit Credit	$346,661
Total Taxes Collected	***$139,469,960***
PERCENTAGE of TAXES COLLECTED	***99.77%***

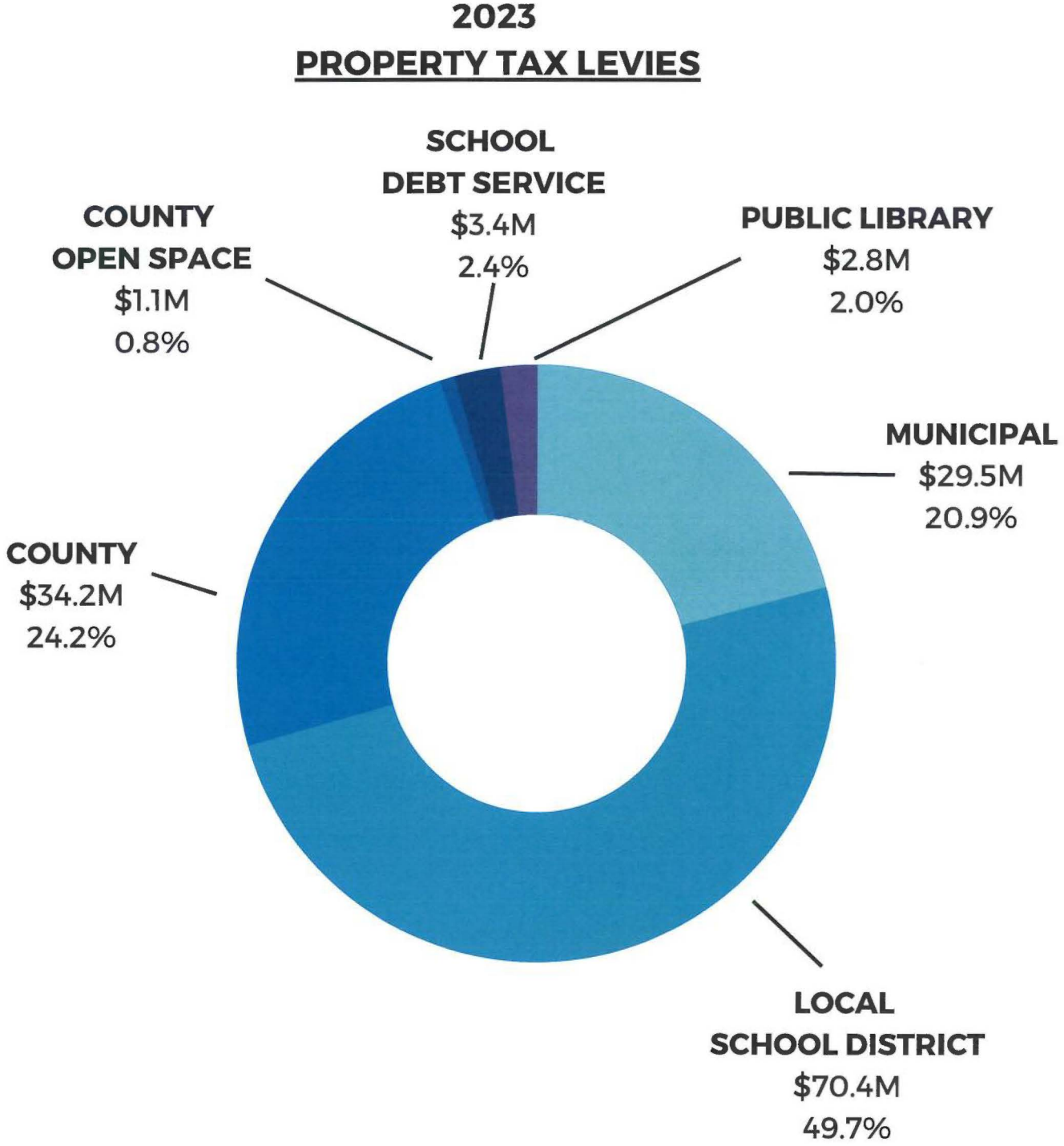
The average quarterly delinquency rate percentage last year was 0.58%, up 0.02% from 2021. Additionally, the average quarterly delinquency amount was $405,319, up approximately $31,095 from 2021. At the end of December 2022, delinquent taxes owed to the city were $318,340. As a result, the city is budgeting $318,000 as an anticipated revenue this year. As of February 28, 2023, outstanding property taxes billed in prior years but still uncollected are $138,383. Furthermore, the first quarter 2023 taxes billed ($34.99 million) but uncollected are $791,707, or 2.26% of the total amount. The chart below provides an historical perspective on total tax levy amounts in budget years 2014-2022, and respective amounts billed and collected.

2014-2022 TOTAL TAX LEVY COLLECTION

Year	Total Tax Levy	Billed *(includes SID and Added/Omitted)*	Total Taxes Collected	% of Tax Levy Collected
2022	$138,665,333	$139,787,001	$139,469,960	99.77%
2021	$138,176,757	$139,336,085	$138,971,166	99.73%
2020	$138,315,717	$139,087,094	$138,665,546	99.70%
2019	$137,167,908	$138,201,971	$137,679,802	99.62%
2018	$135,881,332	$136,994,364	$136,365,871	99.54%
2017	$135,666,496	$136,829,299	$136,347,327	99.65%
2016	$133,836,209	$134,552,884	$134,035,881	99.61%
2015	$131,019,055	$131,739,995	$130,724,249	99.58%
2014	$128,419,583	$129,117,692	$128,445,645	99.47%

PROPERTY TAX LEVIES and THE MUNICIPAL CAP LAW

The graph below depicts the 2023 levy amounts and respective percentage of total property tax levies.



The following table shows total property tax levy amounts for years 2020 through 2023 along with the percentage change from 2020 to this year. The 2023 property tax levy amounts are estimates. Since 2020, the city has stabilized its municipal tax needs, averaging a 2.5% levy increase per year.

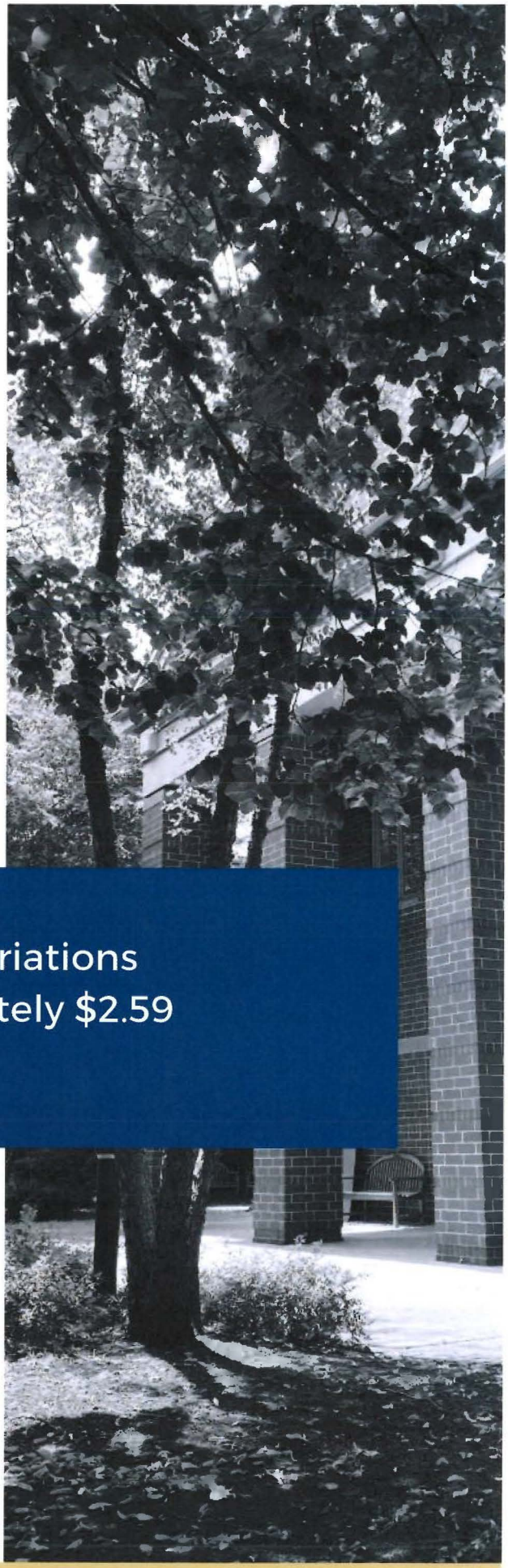
PROPERTY TAX LEVIES					
	2023 ESTIMATES	**2022**	**2021**	**2020**	**% Change 2020-2023**
Municipal	$29,562,617	$28,527,436	$27,651,998	$27,103,871	9.1%
Local School District	$70,449,531	$69,137,266	$67,689,697	$66,270,750	6.3%
County	$34,231,531	$33,842,344	$35,718,867	$36,743,129	(6.8%)
County Open Space	$1,170,141	$1,158,441	$1,134,742	$1,129,932	3.6%
Local School District Debt Obligation	$3,460,732	$3,462,650	$3,763,276	$4,588,290	(24.8%)
Public Library	$2,838,582	$2,537,196	$2,492,085	$2,479,745	14.5%
TOTAL	**$141,713,134**	**$138,665,333**	**$138,450,666**	**$138,315,717**	**2.5%**

The property tax levy cap law strictly limits a municipality to a 2.0% increase over the previous year's municipal tax levy. The levy cap law does provide for several exclusions to the formula, which are as follows: (1) change in debt service; (2) allowable increases in healthcare insurance; (3) pension costs; and (4) capital improvements. In addition, the property tax levy cap, similar to the total appropriations cap, has an allowable increase for new construction value (new values x the previous year municipal tax rate). In 2023, the municipal budget is $1.09 million under the 2.0% property tax levy cap (see the following levy cap calculation summary).

Prior year amount to be raised by taxation for municipal purposes	$28,527,436
Less: Prior year deferred charges to future taxation	($25,000)
Plus: 2% cap increase	$570,049
Plus: Exclusions	$1,337,048
Less: Canceled exclusions	($81,000)
Plus: New ratable adjustment to levy	$333,963
Maximum allowable amount to be raised by taxation	$30,662,497
2023 amount to be raised by taxation for municipal purposes	$29,562,617
2023 municipal levy amount UNDER 2.0% cap	**$ 1,099,880**

2023 GENERAL FUND APPROPRIATIONS SYNOPSIS

- Projected **increases**:
    - $981,618 in Municipal Debt Service
    - $530,352 (gross total) in Healthcare Insurance premiums
    - $491,209 in Pension Contributions
    - $142,800 in Recycling Collection Service Contract

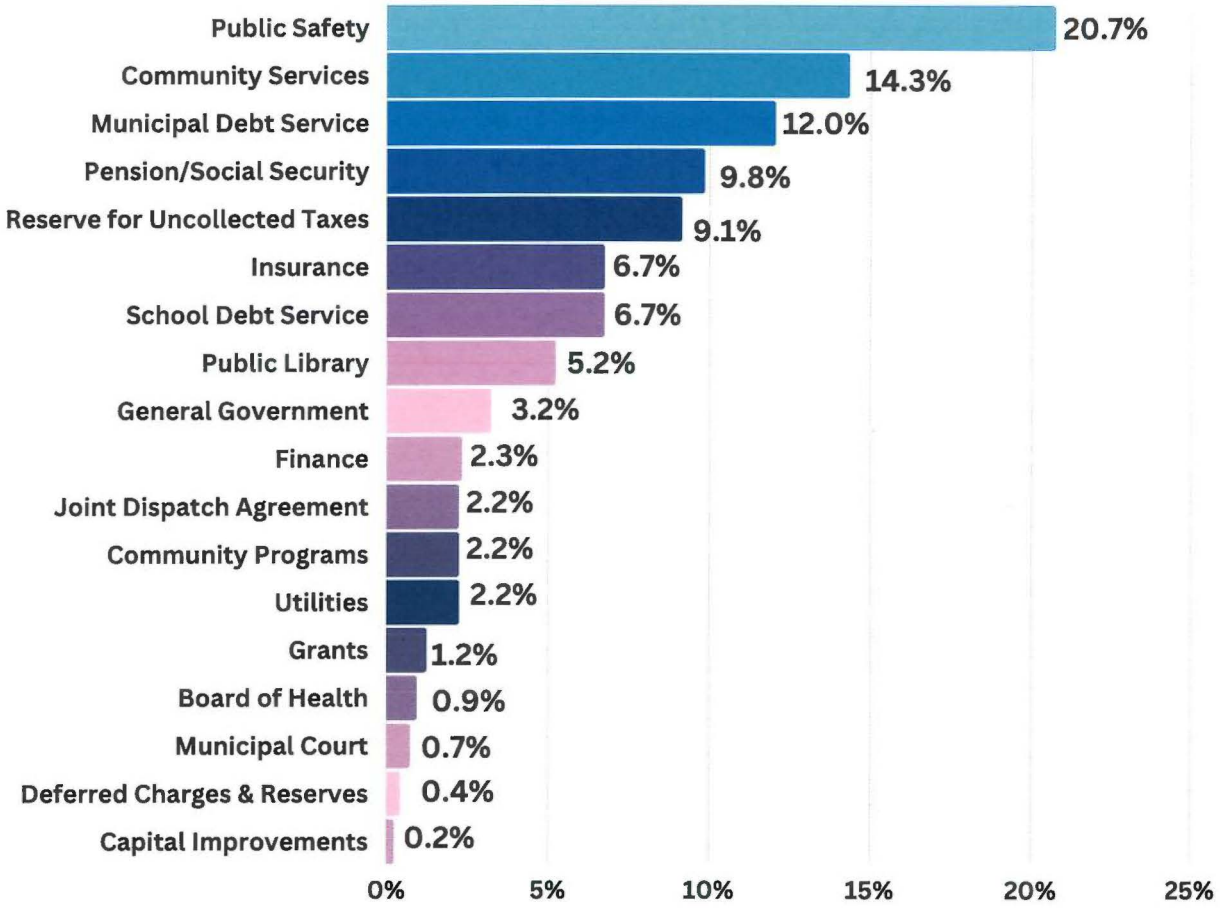


$55.06 million in total appropriations budgeted in 2023, approximately $2.59 million higher than last year.

- Projected **decreases**:
    - $306,090 Police S&W
    - $92,642 Engineering S&W
    - $63,118 in Roads S&W
    - $55,000 in Telephone

2023 APPROPRIATIONS (%)

WHERE BUDGET REVENUES ARE ALLOCATED



2023 TOTAL APPROPRIATIONS BREAKDOWN
$55,063,137

• Public Safety	$11,381,614	• Joint Dispatch Agreement	$1,216,855
• Community Services	$7,894,481	• Community Programs	$1,216,511
• Municipal Debt Service	$6,593,190	• Utilities	$1,212,000
• Pension/Social Security	$5,397,375	• Grants	$654,558
• Reserve for Uncollected Taxes	$5,000,016	• Board of Health	$499,395
• Insurance	$3,706,452	• Municipal Court	$385,689
• Local School Debt Service	$3,702,841	• Deferred Charges & Reserves	$240,000
• Public Library	$2,838,582	• Capital Improvements	$100,000
• General Government	$1,772,788		
• Finance	$1,250,790		

MUNICIPAL SERVICE COSTS

Municipal service costs comprise 77.41% of total appropriations proposed in the city's 2023 municipal budget, which is down 0.7% from last year. Based on the average assessed Summit residential property valuation ($431,204), the table below breaks down municipal service costs (excluding local school debt service, public library, reserves and deferred charges) and how municipal property taxes are allocated for the provision of each service area and its respective budgetary cost.

MUNICIPAL SERVICE COST BREAKDOWN 2023 Average Residential Home Assessment ($431,204)						
	2023	**% of Total**	**2022**	**% of Total**	**2021**	**% of Total**
Municipal Service Cost Total	**$42,627,139**		**$40,995,822**		**$39,903,449**	
Municipal Taxes	**$3,894**		**$3,753**		**$3,655**	
Public Safety	$1,040	26.7%	$1,070	29.0%	$1,067	29.2%
Community Services	$720	18.5%	$719	19.2%	$689	18.8%
Municipal Debt Service	$601	15.5%	$514	13.7%	$466	12.8%
Pension/ Social Security	$492	12.7%	$448	11.9%	$432	11.8%
Insurance	$339	8.7%	$324	8.6%	$317	8.7%

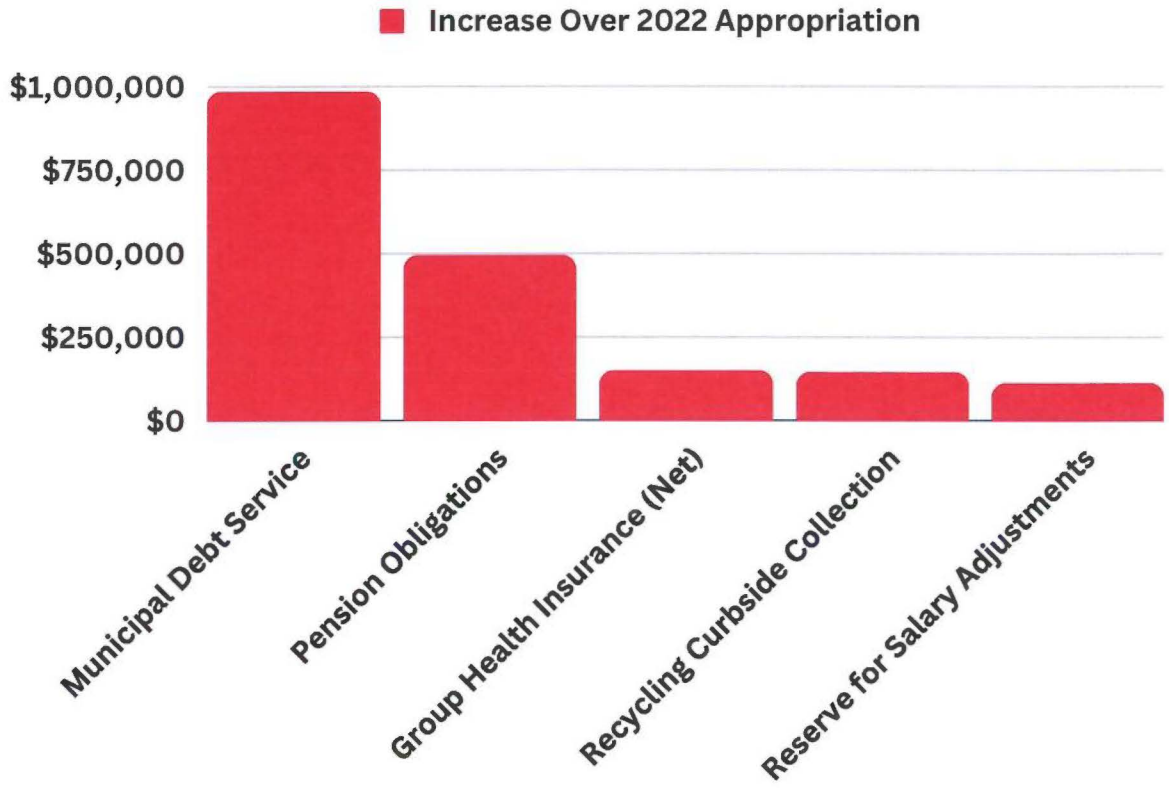
MUNICIPAL SERVICE COST BREAKDOWN 2023 Average Residential Home Assessment ($431,204)						
	2023	**% of Total**	**2022**	**% of Total**	**2021**	**% of Total**
General Government	$164	4.2%	$156	4.2%	$152	4.2%
Finance	$113	2.9%	$114	3.0%	$113	3.1%
Joint Dispatch Agreement	$113	2.9%	$106	2.8%	$111	3.0%
Community Programs	$113	2.9%	$105	2.8%	$107	2.9%
Utilities	$109	2.8%	$109	3.0%	$103	2.8%
Board of Health	$47	1.2%	$45	1.2%	$44	1.2%
Municipal Court	$35	0.9%	$34	0.9%	$36	1.0%
Capital Improvements	$8	0.2%	$10	0.3%	$18	0.5%

APPROPRIATIONS INSIGHT

FIVE LARGEST APPROPRIATION LINE ITEMS				
	2023	**% of Total Appropriations**	**2022**	**% of Total Appropriations**
Salary & Wages (General Fund)	$17,823,016	32.4%	$18,100,111	34.5%
Debt Service				
• Municipal	$6,593,190	11.8%	$5,611,572	10.7%
• School	$3,702,841	6.7%	$3,719,481	7.1%
	$10,296,031	18.5%	$9,331,053	17.8%
Pension Obligations				
• PERS	$1,278,678	2.3%	$1,172,242	2.2%
• PFRS	$3,380,670	6.1%	$2,995,897	5.7%
	$4,659,348	8.4%	$4,168,139	7.9%
Health Insurance	$2,493,000	4.5%	$2,346,000	4.5%
MVECC Emergency Dispatch Center	$1,216,855	2.2%	$1,156,432	2.2%
TOTAL APPROPRIATIONS	$55,063,137		$52,466,658	

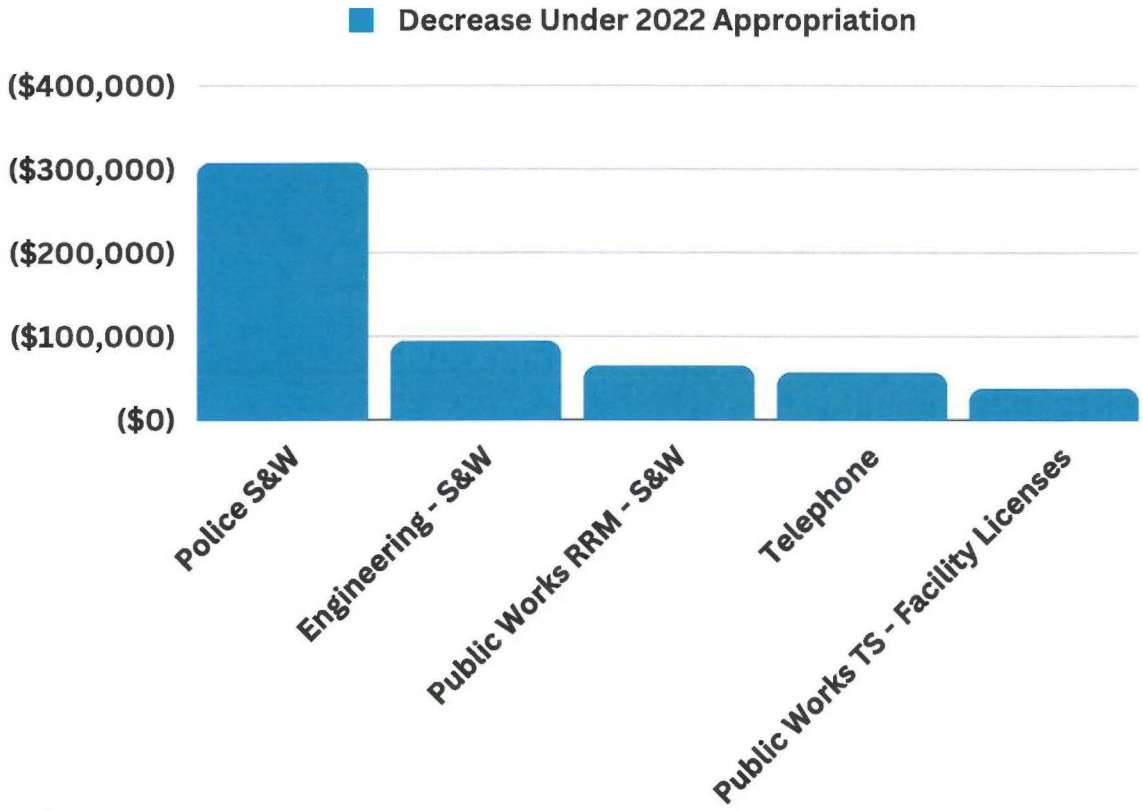
FIVE YEAR CHANGE (5 Largest Appropriation Line Items)			
	2023	**2019**	**% Change from 2019**
Salary & Wages (General Fund)	$17,823,016	$17,619,072	1.2%
Debt Service			
• Municipal	$6,513,190	$5,611,572	16.1%
• School	$3,702,841	$3,719,481	(0.5%)
	$10,216,031	$9,331,053	15.6%
Pension Obligations			
• PERS	$1,278,678	$1,172,242	9.1%
• PFRS	$3,380,670	$2,995,897	12.8%
	$4,659,438	$4,168,139	21.9%
Health Insurance	$2,493,000	$2,346,000	6.3%
MVECC Emergency Dispatch Center	$1,216,855	$1,147,167	6.1%

FIVE LARGEST APPROPRIATION INCREASES



	2023 Appropriation	Increase Over 2022 Appropriation
Municipal Debt Service	$6,593,190	$981,618
Pension Obligation	$4,659,348	$491,209
Group Health Insurance (net)	$2,493,000	$147,000
Recycling Curbside Collection	$840,800	$142,800
Reserve for Salary Adjustments	$140,000	$110,000

FIVE LARGEST APPROPRIATION DECREASES

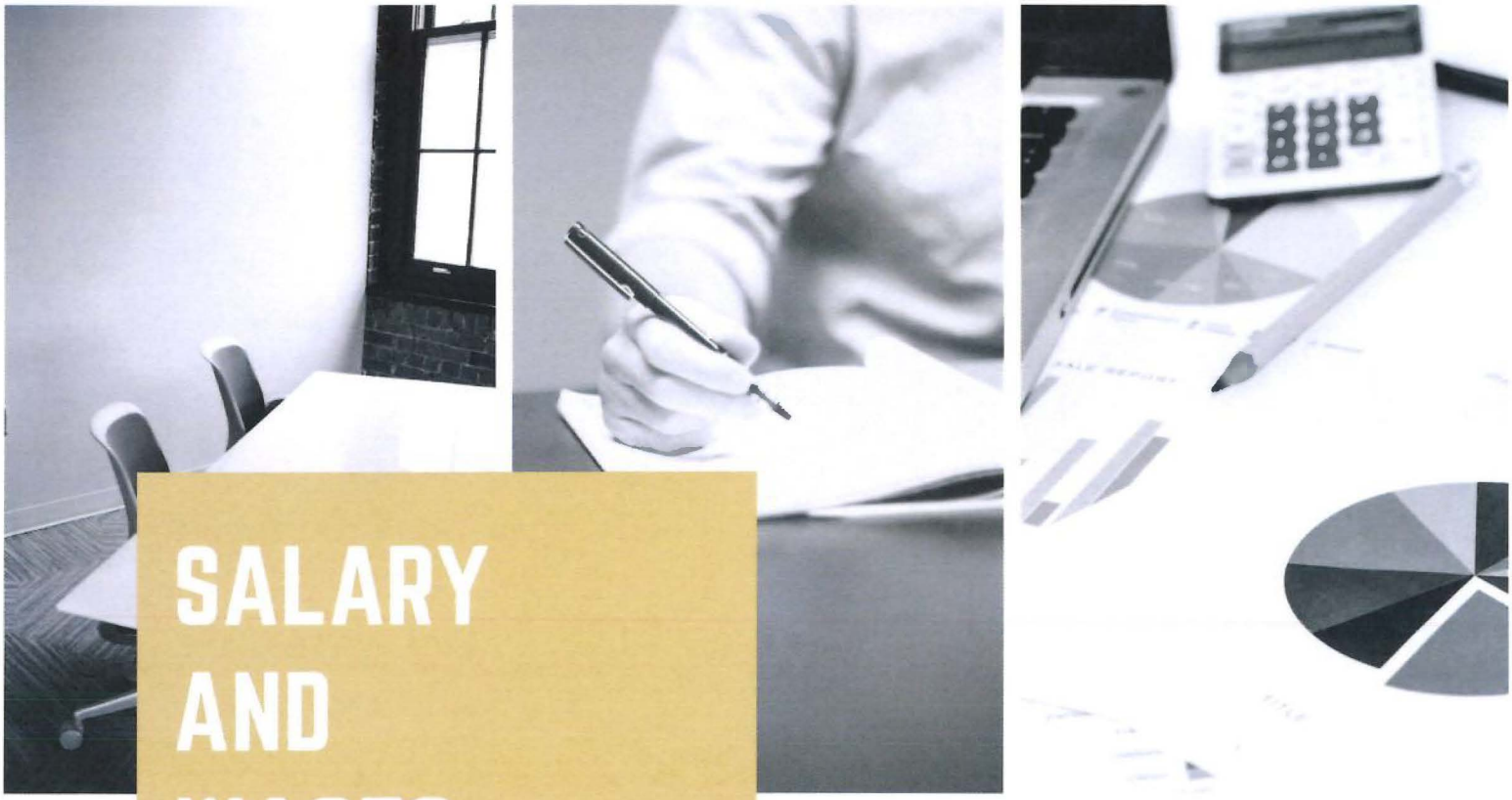


	2023 Appropriation	Decrease Over 2022 Appropriation
Police S&W	$5,771,357	($306,090)
Engineering S&W	$294,431	($92,642)
Public Works RRM, S&W	$839,051	($63,078)
Telephone	$152,000	($55,000)
Public Works Transfer Station Facility Licenses	$28,000	($36,000)

The following tables depict the projected 10 largest Other Expense category appropriations in 2023 compared with 2022 and the projected five largest professional service appropriation line items.

10 LARGEST OTHER EXPENSES (Excludes Professional Service Line Items)			
	2023	**2022**	**DIFFERENCE**
Transfer Station Disposal Charges	$990,000	$970,000	$20,000
Recycling Curbside Collection	$840,800	$698,000	$142,800
Fuel	$452,000	$325,436	$126,564
Police	$449,300	$449,300	$0
Fire	$390,700	$390,400	$0
Electricity	$345,000	$378,000	($33,000)
Municipal Shared Court	$342,180	$325,436	$16,744
Fire Hydrant Service	$325,000	$300.000	$25,000
Fleet Maintenance	$296,200	$288,700	$7,500
Board of Health	$244,666	$247,489	($2,823)

5 LARGEST PROFESSIONAL SERVICE APPROPRIATIONS			
	2023	**2022**	**DIFFERENCE**
Legal Services General and Labor	$250,000	$250,000	$0
Land Use Planning Services and Special Projects	$175,000	$175,000	$0
Legal Services Tax Appeals	$125,000	$135,000	($10,000)
Information Technology	$101,796	$100,000	$1,796
Tax Assessor Appraisal Services	$70,000	$80,000	($10,000)



SALARY AND WAGES

30.6% OF TOTAL APPROPRIATIONS

1.0% TOTAL Y-O-Y DECREASE (ALL FUNDS)

1.3% TOTAL OVERTIME INCREASE

The total 2023 salaries and wages amount for all city employees, which includes base salary, longevity, and step increases for full-time and part-time union and non-union employees and temporary/seasonal appropriations, is $19.8 million. Total salary and wages for all funds (General, Parking, and Sewer) decreased by $203,742 from 2022.

Total overtime line items are projected to increase by $11,500 above 2022 budget amounts (2023 total overtime budgeted is $905,000). Overall, total overtime appropriations are 5.1% of the total salary and wages amount. Public safety overtime accounts for 67.4% (Fire: 41.9%, Police: 25.5%) of total overtime appropriations. The $11,500 projected increase is in the Police Department and various divisions of the Department of Community Services.

TOTAL SALARIES & WAGES (includes Temporary/Seasonal Employee Wages and Overtime)				
FUND	**2023**	**2022**	**$ CHANGE Y-O-Y**	**% CHANGE Y-O-Y**
General	$17,823,016	$18,100,111	($277,095)	(1.5%)
Sewer Utility	$450,508	$422,938	$27,570	6.5%
Parking Services Utility	$656,789	$640,141	$16,648	2.6%
Uniform Construction Code (Dedicated Trust Fund)	$874,395	$903,530	($29,135)	(3.2%)
TOTAL	**$19,804,708**	**$20,066,720**	($262,012)	(1.3%)

The following table shows the impact from salary adjustments budgeted in 2023, which is broken down by non-union employees and collective negotiation units. The FMBA Local 54 and Teamsters Local 469 collective negotiation units are each contracted to receive a 2.25% cost-of-living adjustment (COLA) increase this year. The PBA Local 55 contract expired on January 1, 2023. Contract negotiations with the PBA have been ongoing since September 2022, and the city expects to reach an agreement sometime this year. Given the pending contract finalization, the city is appropriating $140,000 in its reserve for salary adjustments to plan for a 2023 COLA contract amendment.

For non-union employees, 2.25% is allocated in each respective department salary and wage budget. Total salary amounts vary from 2022 to 2023 due to retirements, resignations, new employees and/or annual salary step increases.

2023 SALARIES & WAGES ADJUSTMENT (excludes Temporary/Seasonal Employees & Overtime)				
GROUPS	**TOTAL FT & PT EMPLOYEES**	**2023 TOTAL SALARIES**	**2022 TOTAL SALARIES**	**S&W % ADJUSTMENT**
Non-Union Employees	78	$5,653,801	$5,592,831	2.25%
Teamsters Local 469	48	$3,402,673	$3,307,577	2.25%
PBA Local 55	46	$4,811,325	$4,930,303	TBD
FMBA Local 54	30	$3,341,818	$3,233,156	2.25%
TOTAL	**202**	**$17,209,617**	**$17,063,867**	

GROUPS	COLA INCREASE	STEP INCREASE	LONGEVITY INCREASE
Non-Union Employees	$71,070	$46,806	$7,214
Teamsters Local 469	$48,371	$39,362	$3,374
PBA Local 55	TBD	$81,491	$140
FMBA Local 54	$55,523	$40,885	$7,204
TOTAL	**$174,964**	**$208,544**	**$17,932**

OTHER EXPENSES

GENERAL FUND MUNICIPAL OPERATIONS

Total municipal service Other Expenses ($7.79M) will increase this year by $204,131, or 0.3%. In addition to the various large appropriations previously mentioned, other notable appropriation **increases** are as follows:

- **$142,800** in Department of Community Services (Recycling Unit) for curbside recycling collection services.
- **$88,000** in Fuel costs (Utilities) due to price inflation.
- **$25,000** in Fire Hydrant maintenance service.
- **$20,000** in Department of Community Services (Sanitation) for disposal charges.
- **$16,744** in Municipal Court due to an increase in the Shared Services Court Agreement.
- **$16,285** in Insurances for general liability and worker's compensation premium increases.
- **$13,000** in Department of Community Services (Shade Tree) due to an increase in Grounds Maintenance costs.

Some notable other expense line item **decreases** are as follows:

- **$55,000** in Telephone (Utilities) due to a change in carrier for cost savings.
- **$36,000** in Department of Community Services (Transfer Station) due to a decrease in Facility Licenses.
- **$33,000** in Electricity costs that offsets other utility increases.
- **$25,000** in Tax Assessor due to a reduction in professional services.
- **$14,239** in HTTV as the city reverts back to previously agreed upon 25% of total cable franchise fees anticipated in 2023.

INSURANCE

HEALTHCARE AND DENTAL PREMIUMS FOR ALL CITY EMPLOYEES

In 2023, the city's net healthcare insurance premium line item of $2.493 million within the General Fund budget will increase $147,000 from last year. The city participates in the state health benefit plan for the provision of medical/prescription drug insurance coverage for which the sole provider is Horizon Blue Cross/Blue Shield of NJ. In 2023, the city will fund a large portion ($383,352) of the 23% medical premium increase ($530,352) from the Self-Insurance Trust reserve account. For dental insurance, the city will continue to use Delta Dental as its provider and its annual premium will be approximately $200,000, which there is no increase over last year. Of the 188 eligible employees (includes 12 Library personnel), 27 employees waived their insurance benefits for which there is no compensation to do so. As a result of 27 employees opting out of healthcare insurance coverage, the estimated annual cost savings for the city is approximately $740,175.

MEDICAL INSURANCE PLAN PREMIUMS

NJ DIRECT 10			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (18) • Member & Spouse (9) • Parent & Child (7) • Family (35)	$1,193.75 $2,387.51 $2,136.82 $3,330.58	$977.12 $1,954.23 $1,749.04 $2,726.15	$46,792.08 $46,794.24 $32,573.52 $253,860.60
SUB-TOTAL: 69 (Annual Cost)	**$2,094,038**	**$1,714,017**	**$380,021**

NJ DIRECT 15			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (27) • Member & Spouse (17) • Parent & Child (6) • Family (25)	$1,142.24 $2,284.49 $2,044.62 $3,186.96	$934.05 $1,868.09 $1,671.94 $2,605.99	$67,453.56 $85,965.60 $26,832.96 $174,291.00
SUB-TOTAL: 75 (Annual Cost)	**$1,939,422**	**$1,584,879**	**$354,543**

HORIZON #11			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (1) • Member & Spouse (2) • Parent & Child (1) • Family (2)	$1,117.37 $2,234.74 $2,000.10 $3,117.47	$926.16 $1,852.32 $1,657.83 $2,583.99	$2,294.52 $9,187.08 $4,107.24 $12,803.52
SUB-TOTAL: 6 (Annual Cost)	**$165,862**	**$137,479**	**$28,383**

NJ DIRECT 1525 #51			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (0) • Member & Spouse (1) • Parent & Child (0) • Family (2)	$1,099.61 $2,199.81 $1,968.83 $3,068.74	$899.61 $1,799.22 $1,610.30 $2,509.91	$0.00 $2,400.00 $0.00 $13,411.92
SUB-TOTAL: 3 (Annual Cost)	**$86,845**	**$71,033**	**$15,812**

HORIZON 2030 #52			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (2) • Member & Spouse (1) • Parent & Child (0) • Family (0)	$1,043.47 $2,086.94 $1,867.80 $2,911.27	$853.84 $1,707.67 $1,528.37 $2,382.21	$4,551.12 $4,551.24 $0.00 $0.00
SUB-TOTAL: 3 (Annual Cost)	**$50,087**	**$40,984**	**$9,103**

HORIZON OMNIA HEALTH PLAN			
2023 CATEGORY & # OF EMPLOYEE PARTICIPANTS	**2023 MONTHLY PREMIUM**	**2022 MONTHLY PREMIUM**	**$ TOTAL ANNUAL PREMIUM Increase (Decrease)**
• Single (1) • Member & Spouse (1) • Parent & Child (0) • Family (3)	$874.39 $1,748.78 $1,565.16 $2,439.55	$719.22 $1,438.44 $1,287.41 $2,006.63	$1,862.04 $3,724.08 $0.00 $15,594.84
SUB-TOTAL: 5 (Annual Cost)	**$119,302**	**$98,121**	**$21,181**

OTHER INSURANCES

Workers' compensation and general liability insurance policy coverage will increase by $16,285 to the total premium amount of $1,163,452. Unemployment insurance and other insurances total a combined $50,000, the same amount as budgeted last year. Overall, the city's total cost for these insurance policies and potential unemployment claims is $3.7 million, up $163,285, or 4.61% this year.

PENSIONS

PUBLIC EMPLOYEES & POLICE AND FIRE RETIREMENT SYSTEMS

The city's 2023 pension obligations will increase significantly this year by $525,134. Gross total pension payments for Public Employees Retirement System (PERS) and Police and Fire Retirement System (PFRS) will be $4,860,348, or 12.1% above 2022 obligations. However, when the city library's pension obligation increase ($33,925) is deducted from the total PERS amount ($1.479,678 million), the net pension increase is $491,209, or 11.8% above the 2022 budgeted amount. The net total amount in the 2023 budget is $4.65 million.

The following table depicts 10 years of PERS & PFRS pension obligations, and annual percentage change from the previous year. Since 2014, on average, total pension obligations have increased by 4.7%. Overall, the total percentage increase from 2014 to 2023 is 47.3%.

PENSION OBLIGATION PAYMENTS

YEAR	PERS	PFRS	Y-O-Y % CHANGE
2023	$1,479,678	$3,380,670	12.1%
2022	$1,339,317	$2,995,897	3.5%
2021	$1,272,739	$2,914,530	9.5%
2020	$1,211,605	$2,612,719	0.2%
2019	$1,274,378	$2,541,918	7.0%
2018	$1,224,459	$2,342,567	5.5%
2017	$1,176,696	$2,206,006	3.0%
2016	$1,151,400	$2,134,000	6.3%
2015	$1,074,137	$2,018,053	6.3%
2014	$1,020,821	$1,887,969	(6.0%)

TOTAL APPROPRIATIONS CAP

Under the total appropriations cap law, the State of New Jersey allows exclusions, or cap base adjustments, to appropriation limits. Some of these exclusions are debt service, reserve for uncollected taxes and tax appeals, capital improvements, deferred charges and interlocal service agreements. The state has promulgated the cap index at 2.5% this year with the option to increase it another 1.0% to 3.5% with the adoption of a cap bank ordinance. Nevertheless, even if the city does not exercise this cap increase option, it will be well under the allowable total appropriation limit in 2023 by $2,569,248.

APPROPRIATIONS CAP FORMULA

Total general appropriations for calendar year 2022	$52,466,658
Less: Exclusions from "caps" :	(18,313,840)
Amount on which 3.5% cap is applied:	$34,152,818

Allowable cost of living adjustment:

1.0% cap = $341,528 added to above equals $34,494,346
2.5% cap = $853,820 added to above equals **$35,006,638**
3.5% cap = $1,195,349 added to above equals $35,348,167

Add:

Value of new construction and improvements: (Assessed value of new construction x municipal tax rate per $100 value) ($37,907,300 x 0.00881)	$333,963

2021 cap bank:	$815,654
2022 cap bank:	$928,558
Total cap bank	$1,744,212

Total allowable 2023 appropriations within caps:	$37,426,342
Total proposed 2023 appropriations within caps:	*$34,857,094*
Amount Under (over) cap:	***$2,569,248***

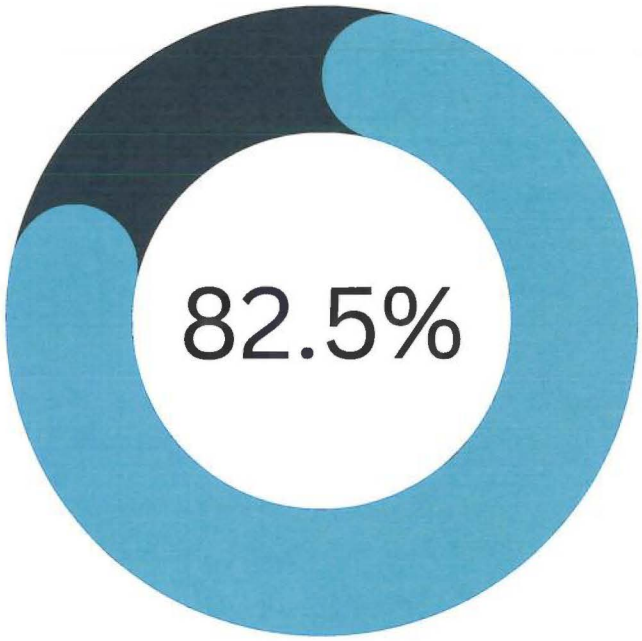
SUMMIT'S TAX BASE

The city's operating position relies on its ability to: (1) balance its budget, (2) maintain emergency reserves, and (3) have adequate liquidity to pay its current liabilities in a timely manner. As statutorily mandated, the city must balance its budget every year. However, contending with a multitude of fiscal mandates and service demands with fluctuating tax base valuations, marginal revenue growth and ascending operational costs engenders a greater burden on property owners to balance the city budget each year. The city annually evaluates its reserve funds to ensure an adequate amount exists for emergency or unforeseen costs that may occur at any point in the year to avoid a potential operational budget deficit. Lastly, during any given budget year, the city often receives revenue in small or large installments, at infrequent periods of time. Therefore, for cash flow purposes, it is imperative the city makes every effort to stabilize and increase its taxable base, experience high, consistent tax collection rates and realize anticipated quarterly non-tax revenues to provide sufficient liquidity.

$34.7 million in new property value growth in 2023. This will generate about $314,000 in new municipal tax revenue.

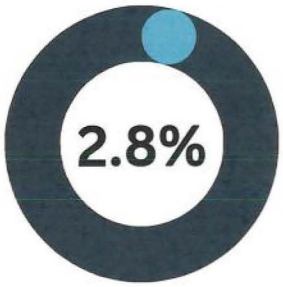
2023 TAX BASE VALUATION

SUMMIT'S PROPERTY CLASSIFICATION AND TYPE

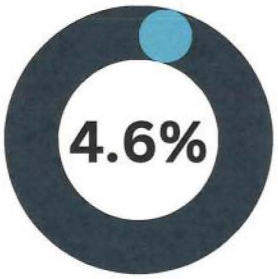


2-Residential
(four families or fewer)

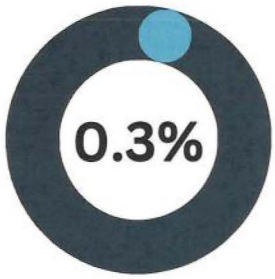
4A-Commercial



4C-Apartment



4B- Industrial



1-Vacant Land

***6A-Verizon (Business Personal Property Telephone) 0.1%**

The city's property tax base generates approximately 53.7% of municipal budget revenues through its tax levy.

- ***Residential properties:*** 82.5% of total tax base, and the primary funding source of municipal revenue. Residential valuation has trended upward during the last several years. However, the percentage of residential property assessment compared with total net assessed valuation has decreased because of increased commercial property valuation as a percentage of total tax base.
- Essential for the city to preserve existing real estate valuation, and intelligently plan new development to maximize utilization of its six square miles of land.

2021-2023 ASSESSMENT VALUATION

LAND AND IMPROVEMENTS BY CLASSIFICATION

	2023	2022	2021
1-Vacant Land	$10,341,000	$9,928,300	$9,361,300
2-Residential (four families or fewer)	$2,701,061,700	$2,666,258,900	$2,645,680,800
4A-Commercial **4B-Industrial** **4C-Apartment**	$315,933,500 $151,564,800 $90,937,100	$316,136,300 $151,564,800 $91,029,900	$316,641,100 $144,564,800 $81,735,600
6A-Verizon (Business Personal Property Telephone)	$2,665,189	$2,811,937	$2,782,506
NET ASSESSED VALUATION (NAV) TOTAL	**$3,272,503,289**	**$3,237,730,137**	**$3,200,766,106**

2023 net assessed valuation (NAV) grew by 1.1% from last year. Over the last three years, the tax base has increased by nearly $72 million.

- ***Tax base valuation*** - Comparing 2022 and 2023, the NAV for all of the city property classifications grew with gains offset only by a $300,000 loss of commercial value. This loss was due to several tax court appeal settlements reducing valuation gains.
- ***$472.9 million*** - Total valuation for tax exempt properties (254), which is approximately 12.6% of the total properties in the city. Of the total tax-exempt property valuation, over $122 million is owned by Overlook Medical Center, and approximately $200 million is owned by either the city, county or state governments.

REAL ESTATE TREND & IMPACT ON RATABLE BASE

RESIDENTIAL FOCUS

- **Summit's residential property market has seen a demand for updated homes and new construction.**
- **Rising market prices and a shortage of vacant land to meet demand has produced a run on sub-market value homes. Typically, structures on donor properties are demolished, leaving a vacant lot for a new home to be brought to market.**
- **Short-term effect: land assessment may be moved to vacant (Class 1). Once the new home is complete, the property reverts back to residential (Class 2).**
- **Long-term effect: new home development activity further solidifies the residential class as an impetus of ratable increase.**
- **Multi-family apartment market has been very strong over last several years. City is seeing increased interest and capital investment in two-to-four family housing properties, which is driving real estate price inflation.**

Assessed Valuation Breakdown
Residential Homes (Includes 4 Family Units)
2023 Average Property Assessment
(NAV: $431,204) (Market Value: $1,134,747)

Valuation Range ($)	2023 Number of Parcels	2023 Percent of Total	2022 Number of Parcels	2022 Percent of Total
$0 to $400,000	3664	58.5%	3712	59.3%
$400,001 to $800,000	2001	31.9%	1968	31.4%
$800,001 to $1,200,000	410	6.6%	399	6.4%
$1,200,001 to $1,600,000	136	2.2%	130	2.1%
$1,600,001 and up	53	0.9%	50	0.8%
TOTAL REVENUES	**6264**	**100.0%**	**6259**	**100.0%**

NEW RESIDENTIAL CONSTRUCTION VALUE

- **Chart below shows residential construction not yet completed with land market valuation, and new construction completed with market value totals (28 properties remain to be valued).**
- **In 2022, $32.7 million in residential property assessment value was added to the city tax base.**
- **$30 million - Tax Assessor's estimate of new assessment valuation that may be realized on the tax records in 2023 from residential work depicted below as well as other improvement work planned, or in progress involving all real property classifications.**

Year	Land Market Value	New Construction Market Value	Structures Demolished	Listed on Tax Record with New Valuation
2022	$15,000,000	$32,700,000	10	15
2021	$6,758,400	$23,440,000	8	12
2020	$12,439,800	$46,207,000	10	28
2019	$7,677,000	$35,051,274	8	21
2018	$13,510,500	$50,339,900	14	21
2017	$17,136,680	$44,006,334	20	20
2016	$18,199,800	$23,038,000	21	10
2015	$11,298,750	$19,771,000	13	8
TOTAL	**$102,020,930**	**$274,553,508**	**104**	**135**

CURRENT RESIDENTIAL ASSESSED AND MARKET VALUE

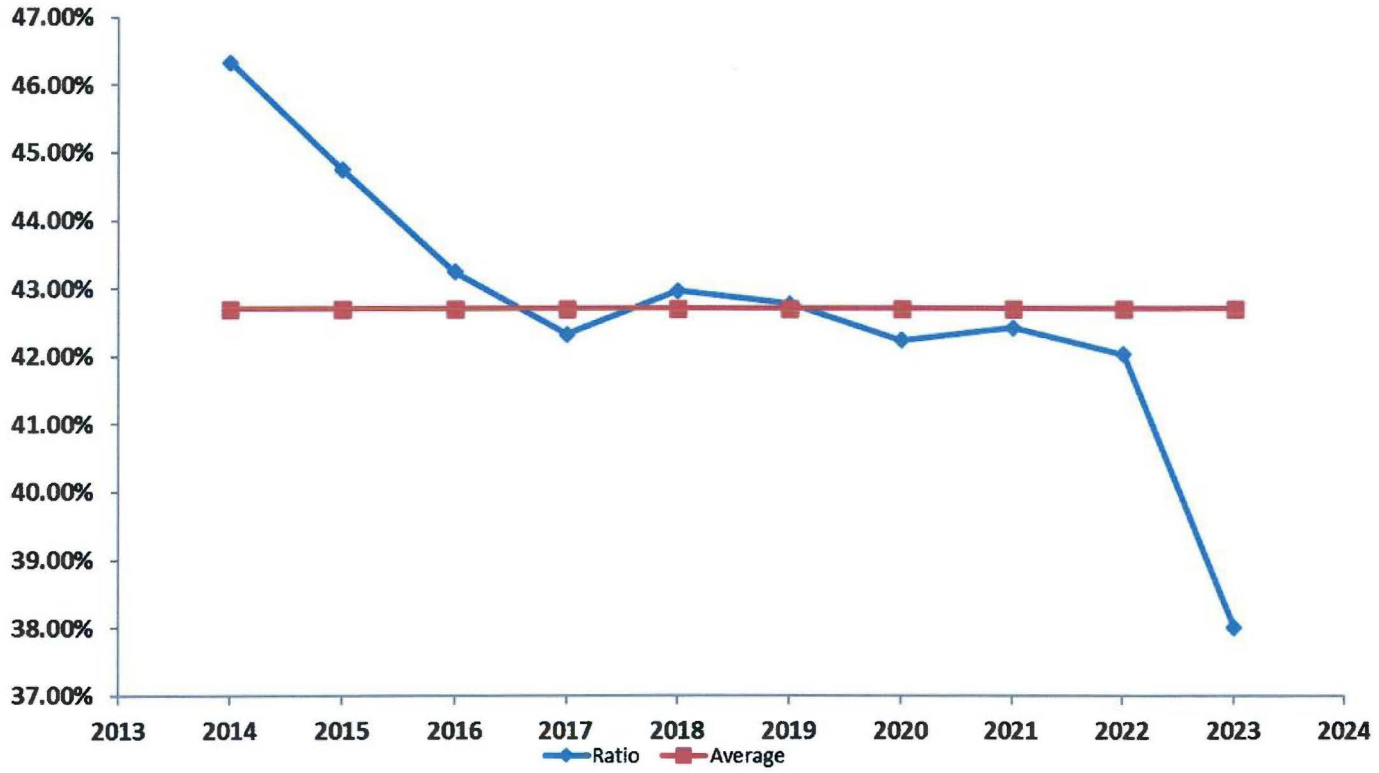
While an increasing residential tax base valuation provides for a more stable financial condition overall, there is a direct impact on what a homeowner ultimately pays in property taxes. The following chart sheds light on the current market and assessed value for residential property owners and the average total property taxes paid annually. The 2022 total tax rate is used for demonstration purposes.

Number and (%) of Residential Properties	**Net Assessed Valuation (NAV) Range**	**NAV-to-Fair Market Value *(Equalization Ratio)***	**Fair Market Value of Maximum NAV Range Amount**	**Total Taxes by Valuation Range**	**Average Total per Property *(2022 Total Tax Rate $4.283)***
1,654 (26.4%)	$0-$229,000	38.0%	$602,632	$11,897,630	$7,193
2,010 (32.1%)	$229,000-$400,000	38.0%	$1,052,632	$26,090,498	$12,980
2,001 (31.9%)	$401,000-$800,000	38.0%	$2,105,263	$48,259,238	$24,118
410 (6.6%)	$801,000-$1,200,000	38.0%	$3,157,895	$16,770,082	$40,903
136 (2.2%)	$1,201,000-$1,600,000	38.0%	$4,210,526	$7,929,709	$58,307
53 (0.9%)	$1,601,000+	38.0%	$8,608,421	$4,739,315	$89,421
TOTAL: 6,264 (100.0%)				**$115,686,472**	**Average $18,468**

TAX APPEALS

EQUALIZATION RATIO (NAV/FMV) EXPLANATION

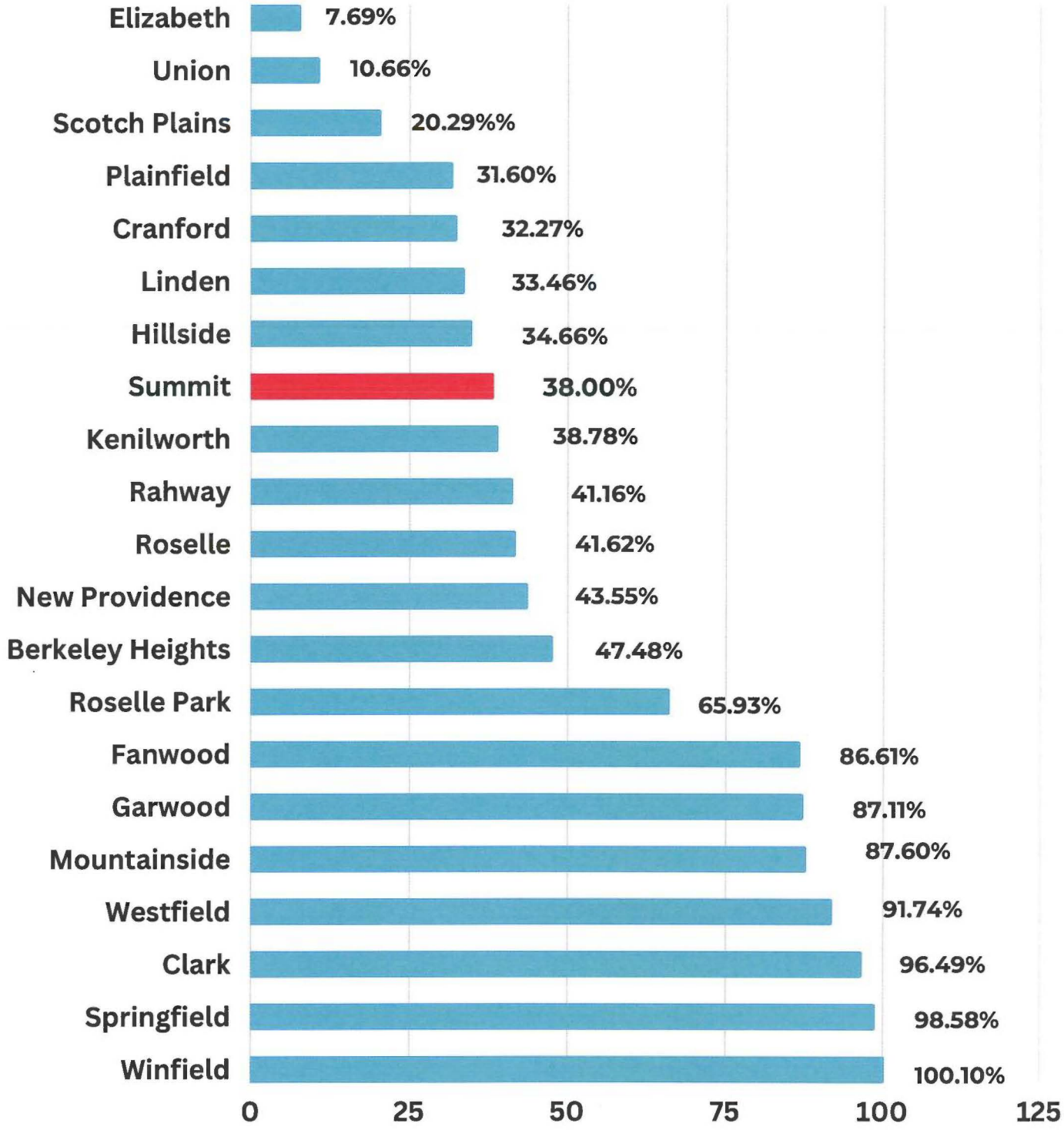
- **The city's NAV-to-Fair Market Value (FMV) ratio ("Equalization Ratio", or Ratio) is a primary factor used in tax appeal litigation and determines whether a property owner has a likelihood of success under New Jersey law.**
- **Annually before October, the Union County Tax Board issues a Ratio for every municipality in New Jersey for the upcoming tax year.**
- **The Ratio is a lagging indicator. Property sales data are used from a period dating back one year from when the annual Ratio is issued. A weighted average of property sales data is also gathered for two years preceding the first year and factored into a formula to produce a municipality's Ratio.**
- **For example, Summit's 2023 Ratio is based on weighted sales data from July 2019 to June 2021, and from selected sales between July 2021 through June 2022.**
- **Following graph illustrates the city's Ratio for 2023, and the preceding nine years.**



As evidenced in the preceding graph, the city's ratio trended downward from 2014 to 2017 as FMV real estate sales data increased compared to NAV, then stabilized from 2018 to 2022. Since early 2020 with the advent of the COVID-19 pandemic, economic behavior changed resulting in higher demand for suburban housing in communities such as Summit. High levels of residential property transactions ensued, which ultimately led to a very low supply of housing availability. Consequently, housing prices rose, and will likely continue to increase. The 2023 Ratio, at 38.0%, is a good indicator that supports strong housing pricing. Indeed, the Ratio's year-over-year change (10%) is the highest in 15 years.

The following graph is a comparison of Summit's 2023 equalization ratio to all other Union County municipalities. In recent years, several Union County municipalities (Clark, Fanwood, Garwood, Mountainside, Roselle Park, Springfield, Westfield and Winfield) have completed their respective revaluation process. Just recently, the City of Elizabeth commenced its municipal tax base revaluation process, which could take two years to complete. Given where Summit's equalization ratio is in 2023 (38.0%), it is likely the Union County Tax Board could order Summit to start its revaluation process within the next several years.

COMPARISON of EQUALIZATION RATES

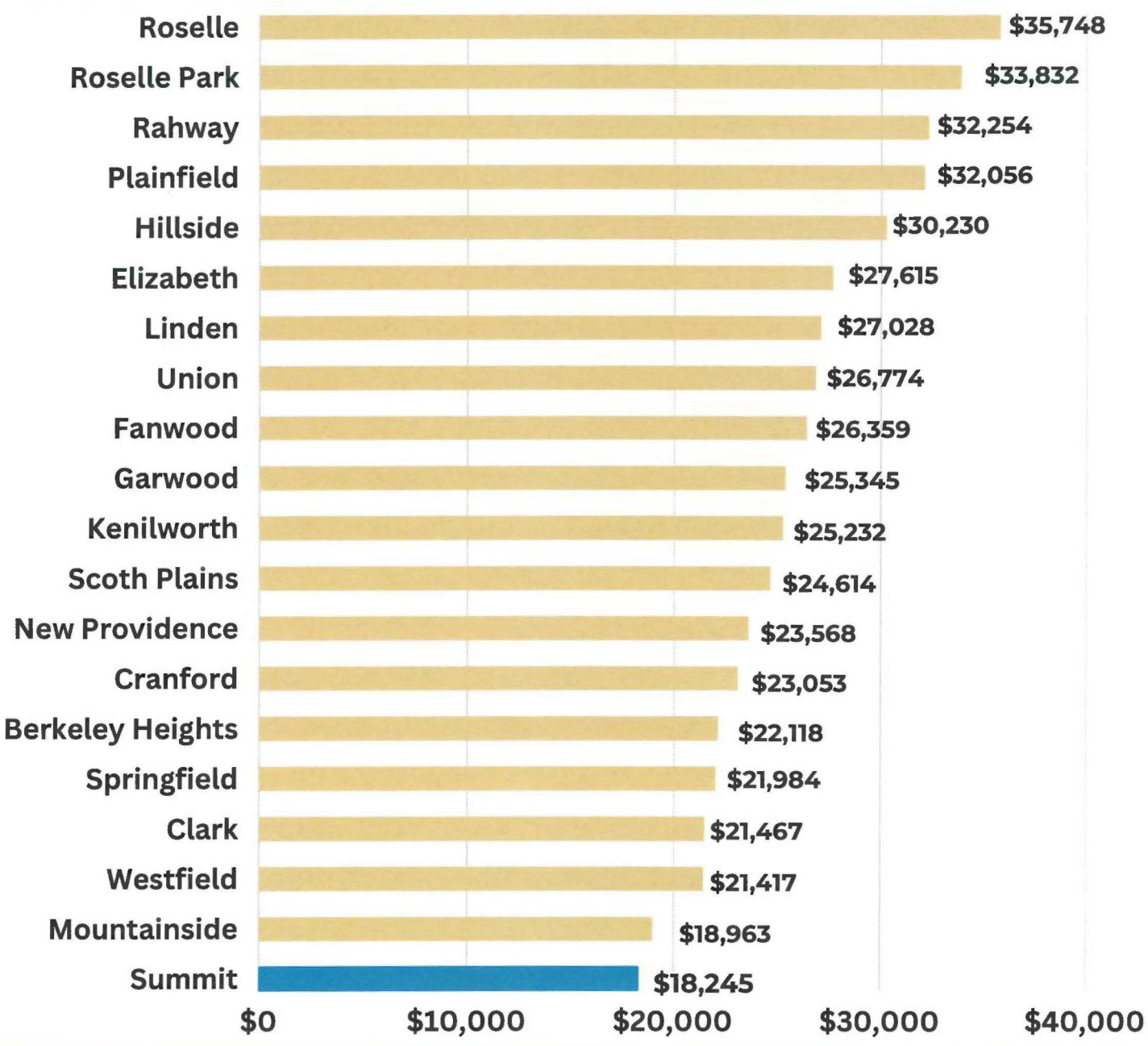


For the comparative purpose of tax rates, the effective tax rate is used, which is a statistical study that enables the comparison of one municipal tax district to another district (based on the assumption that all districts are at 100% valuation). For example, in 2022, the average

residential assessment value in Summit was $425,988, which represents a market value of $1.013,533. Even though 2023 equalization ratios are known, 2023 total tax rates are undetermined at this time. Thus, the following graph depicts what the average 2022 total tax bill for each Union County municipality (using 2022 tax rates) would be for a home valued at $1.01 million to determine comparable 2022 effective total tax amounts. In Summit, the total tax bill for its average residential property value was $18,245, the lowest effective tax bill in Union County.

EFFECTIVE TAX RATES & UNION COUNTY MUNICIPALITY COMPARISONS

2022 Total Taxes on a $1,013,533 Market Value Residence



The table below shows the highest and lowest effective tax rate municipalities along with two communities that represent the average within the county.

EFFECTIVE TAX RATE & TAX BILL COMPARISON 2022 Equalization Ratios & 2022 Total Tax Rates Average Residential Market Value of $1.01 Million				
Municipality	**2022 Tax Rate**	**2022 Ratio**	**Effective Tax Rate**	**Total Tax Bill**
Roselle	$8.536	41.32%	$3.527	$35,748
Fanwood	$2.807	92.65%	$2.601	$26,359
Garwood	$2.632	95.01%	$2.501	$25,345
Summit	$4.283	42.03%	$1.800	$18,245

The 2022 Union County Tax Board appeals showed a decrease in the number of cases filed (34) as compared to the previous year (67). Ten cases were settled with stipulated agreements. Its total assessment was $11,632,300 with an adjusted assessment of $1,119,000 (9.6%), or $47,927 of taxes refunded. The total assessment value of all cases under appeal was $25,697,900, which leaves the adjustment of $1,119,000 at 4.4%. The remaining 24 cases were resolved by withdrawal (10), dismissal (1), affirmed (5) or affirmed to tax court (8) with no change in assessment. All the cases affirmed to tax court have previous years under appeal, and no new properties filed cases at this level.

On the State Tax Court level, 30 cases were filed in 2021, which include eight cases that moved up from the county tax board. Moreover, in 2022, 54 cases were resolved. Sixteen of the cases were resolved by stipulation agreement and Freeze Act. Its total assessment under appeal was $54,112,600 and had an adjusted assessment of $7,272,800 (13.4%) with total tax refunds at $315,660. The total assessment of all 54 cases resolved was $119,214,700, or 6.1% of the $7,272,800 adjusted assessment. The remaining 38 cases were dismissed (2) or withdrawn (36) with no change in the assessment. Currently, there are 76 open cases, with 22 resolved cases that are awaiting either pending a signed stipulation, or a judgment. As a result, this leaves 54 open cases going forward.

With regard to total state court appeals carried for 2022, the following table shows the type of property classification under appeal, total number of appeals filed in that respective classification, the number of appeals adjudicated and/or settled, and pre- and post-adjudication/settled NAV amounts. Ultimately, of the 54 state court appeals settled and/or adjudicated last year, total NAV lost in 2022 was $7,272,800 (post-adjudication NAV variance), or 6.10%.

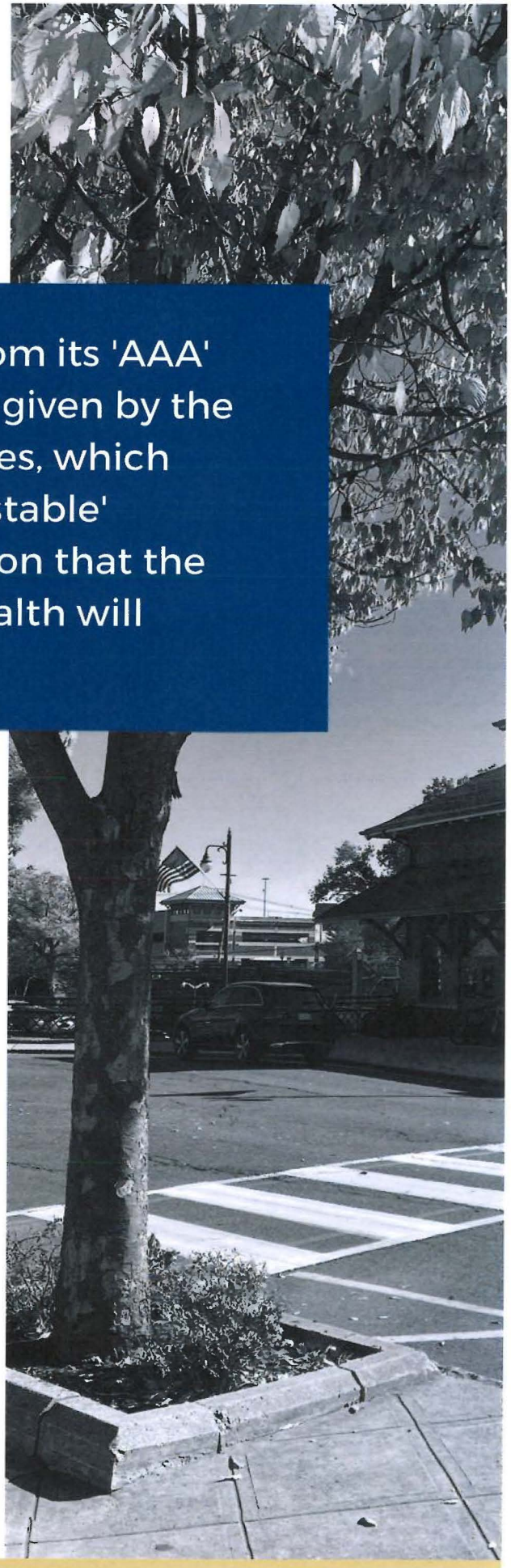
2022 TAX APPEAL SUMMARY State Court					
Classification	**# of Appeals by Class**	**2022 NAV Under Appeal**	**# of Appeals Adjudicated/ Settled**	**Pre-Adjudication NAV**	**Post-Adjudication /Settled NAV**
Vacant Land	0	$0	0	$0	$0
Residential	66	$74,647,000	28	$33,731,400	$32,756,800
Commercial	56	$130,866,300	26	$85,483,300	$79,185,100
Industrial	5	$106,734,700	0	0	0
Apartment	3	$12,387,300	0	0	0
TOTAL	**130**	**$324,635,300**	**54**	**$119,214,700**	**$111,941,900**

RESERVE FOR TAX APPEALS

City administration recommends increasing appropriations in its reserve for a tax appeal line item as the city continues to actively settle prior year tax appeals with property owners who may be entitled to tax refunds. Upon recommendation from city tax appeal professionals, the reserve amount requested in 2023 is $75,000 dollars, an increase by that same amount from last year. Currently, the city has $228,877 in its tax appeal reserve account.

There are 38 total pending residential property tax appeal cases (12 properties), including prior year cases and cross appeals, that could result in tax revenue refunds or credits to property owners. Total residential valuation under appeal amounts to $40.9 million. Further, there are 38 total pending commercial cases under appeal (11 properties), including prior year and cross appeals, that have an assessed value of $164.5 million. Last year, the city refunded $315,660 to property owners as a result of tax appeal settlement/adjudications.

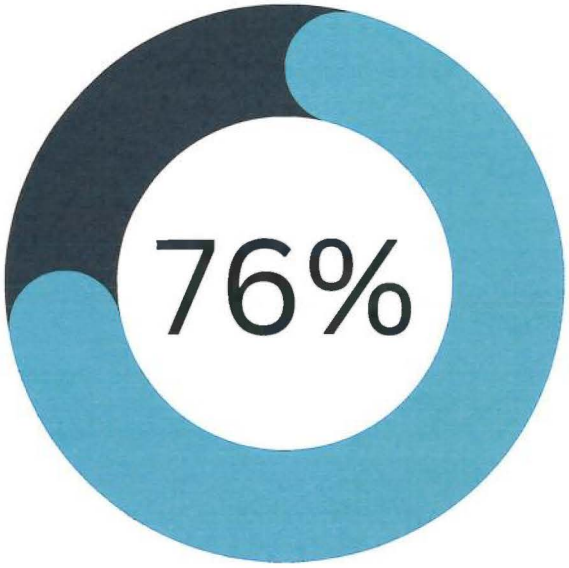
SUMMIT'S DEBT POSITION



The city continues to benefit from its 'AAA' credit rating (highest and best) given by the three main credit rating agencies, which have provided Summit with a 'stable' outlook, reflecting an expectation that the city's tax base, finances and wealth will remain strong.

The city appropriates debt service funds for the principal and interest costs associated with capital projects approved annually by Common Council. Borrowing monies allows payments for major infrastructure improvements or large equipment purchases to be spread over multiple years in order to minimize annual budget impact and require future taxpayers that benefit from the use of this asset to pay a share of the cost. In any given budget year, capital budget costs authorized by Common Council are typically financed with 12-month, short-term bond anticipation notes (BANs). The city will only incur interest costs at the end of the 12-month period in the following budget year unless a particular note has been rolled over more than two years. If such occurs, a principal payment will be required in the third year.

STATUTORY BORROWING POWER
(AS OF DECEMBER 31, 2022)



Statutory Equalized Valuation (1)	**$7,865,120,957**
Statutory Borrowing Power (2)	**$275,279,233**
Statory Net Debt	**$65,576,761**
Remaining Statutory Borrowing Power	**$209,702,472 (76%)**
Net Debt to Statutory Equalized Valuation (3)	**0.834%**

(1) Average of the immediately preceding three years (2020-2022) as calculated by State of New Jersey; (2) 3 1/2% of the equalized valuation; (3) Unaudited.

SUMMIT'S DEBT SNAPSHOT

$65M
2023 NET DEBT TOTAL

$6.6M
2023 DEBT SERVICE OBLIGATION

17.5%
ANNUAL PAYMENT INCREASE FROM 2022

At the end of 2022, the city had a net debt total of $65.58 million in municipal purpose bonds and notes outstanding. In 2023, the city's municipal debt service is $6.59 million, an increase of $981,618 (up 17.5%) compared with last year. Additionally, as of December 31, 2022, the outstanding debt for the sewer utility is $19.09 million; parking services debt owed is $3.64 million. Debt service payments for sewer will increase by $316,074 and, for parking services, will decrease by $7,816.

As a result of a near complete shutdown of the New Jersey/New York economy and its transient workforce in 2020, the city's Parking Services Utility saw a staggering loss of user fees because there was essentially no one using its parking infrastructure. Recognizing this severe economic hardship, the governing body implemented a four-month moratorium on parking user fees. At the end of 2020, the Parking Services Utility suffered its worst operating year since its inception with a $1.1 million deficit. As a means of providing some legal mechanism to fill this significant loss of revenue, the State of New Jersey granted municipalities the authority to seek financing for its operating revenue shortfall. In December 2020, the Summit governing body approved short-term financing notes of $850,000, of which the Parking Services Utility will appropriate $170,000 annually to replenish its operating fund balance over a five-year period which began in year 2022.

In July 2022, the city issued new long-term bonds totaling $32.73 million, which includes a $1,748,089 premium in the face value amount and true interest cost of 3.63%. The $1.75 million premium is spread throughout the debt service repayment schedule. As a result, the net total debt issuance is $31.82 million, consisting of $27.10 million in general obligation bonds, $4.63 million in sewer bonds, and $85,000 in parking bonds. Additionally, the city issued a short-term bond anticipation note (BAN) totaling $1,476,000, The coupon rate of the BAN was 4.0%.

Summit is considered to have a very strong economic base, management team, budgetary performance/flexibility and liquidity position. The following chart presents a summary of the city's overall general obligation long-term bond issuances. Further, within this debt structure section, Municipal, Sewer and Parking Services Utility bond schedules are shown. While municipal debt service payments are funded by revenue sources (including tax levy dollars) in the General Fund budget, Sewer and Parking Services utility debt obligations are funded solely by user fees within its respective budgets.

SUMMARY OF LONG-TERM DEBT OBLIGATIONS

GENERAL FUND DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2022	2023 Principal Payment Due	2023 Interest Payment Due	Maturity Date
2014 General Bonds	$7,400,000	$3,675,000	$565,000	$96,900	2028
2016 General Bonds	$10,800,000	$4,715,000	$1,145,000	$82,850	2026
2017 Refunding Bonds	$6,633,000	$1,650,000	$540,000	$23,998	2026
2019 General Bonds	$24,995,000	$21,600,000	$1,650,000	$756,850	2033
2022 General Bonds	$27,105,000	$27,105,000	$570,000	$1,084,552	2049
TOTAL	**$76,933,000**	**$58,745,000**	**$4,470,000**	**$2,045,150**	

SEWER UTILITY DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2022	2023 Principal Payment Due	2023 Interest Payment Due	Maturity Date
2016 Sewer Bonds	$4,071,000	$2,620,000	$265,000	$49,750	2028
2017 Sewer Bonds	$2,200,000	$675,000	$160,000	$23,625	2026
2019 Sewer Bonds	$1,435,000	$1,145,000	$85,000	$40,125	2033
2022 Sewer Bonds	$4,630,000	4,630,000	$110,000	$183,280	2049
TOTAL	**$12,336,000**	**$9,070,000**	**$620,000**	**$296,780**	

PARKING SERVICES UTILITY DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2022	2023 Principal Payment Due	2023 Interest Payment Due	Maturity Date
2014 Parking Bonds	$2,200,000	$1,040,000	$160,000	$27,423	2028
2016 Parking Bonds	$1,161,000	$715,000	$80,000	$13,500	2030
2019 Parking Bonds	$2,120,000	$1,725,000	$125,000	$60,225	2033
2022 Parking Bonds	$85,000	$85,000	$5,000	$3,673	2034
TOTAL	**$5,566,000**	**$3,565,000**	**$370,000**	**$104,821**	

DEBT POSITION INSIGHTS

- **Total Net Debt had risen steadily from 2015, 0.68% to 0.92% in 2021. Last year ended with a decrease in net debt to 0.83%**
- **As of December 31, 2022, the city's total net debt (excludes local school, Sewer and Parking Services Utility debt but does include short-term bond anticipation notes) is $65.58 million.**
- **For the year 2022, the city's annual equalized valuation (EV) is $7.865 billion.**
- **The annual EV amount is equal to the net assessed valuation (NAV) multiplied by the municipality's NAV-to-FMV ratio in its respective year. However, to calculate the EV basis, the city's total net debt is divided by the average amount of the city's last three years of annual equalized valuations.**
- **At the end of last year, the percentage of the total net debt to equalized valuation basis amount over the years 2020 to 2022 ($7.865 billion) is 0.83%.**

In 2022, the city's net debt service expense (long-term general obligation municipal and school debt payments minus long-term utilities debt payments) as a percentage of total revenues increased from 16.4% in 2021 to 14.6%. The net debt service expense ratio indicator has trended downward the last two years due to a large drop in school debt service payments. Last year, the city experienced a slight decrease in net debt from 0.92% in 2021 as compared to 0.83% in 2022. Nevertheless, this year's municipal debt service amount is approximately $1 million higher than what was appropriated in 2022.

The following table sets forth the city's existing general bond debt service schedule from 2023 to 2034. As shown in the general bond debt service schedule table, debt service payments will increase by about $19,496 next year, and then decrease over subsequent years. However, future total municipal debt service obligations may increase above stated amounts in this schedule because of any subsequent capital projects in future years.

GENERAL FUND BOND DEBT SERVICE SCHEDULE

Budget Year	Total General Bond Debt Service	Principal	Interest	$ Change from Prior Year
2023	$6,515,150	$4,470,000	$2,045,150	$981,618
2024	$6,534,646	$4,575,000	$1,959,646	$19,496
2025	$6,508,582	$4,690,000	$1,818,582	($26,064)
2026	$5,921,957	$4,245,000	$1,676,958	($586,625)
2027	$4,922,716	$3,375,000	$1,547,716	($999,241)
2028	$4,912,215	$3,495,000	$1,417,215	($10,501)
2029	$4,242,150	$2,950,000	$1,292,150	($670,065)
2030	$4,194,550	$3,030,000	$1,164,550	($47,600)
2031	$4,153,950	$3,110,000	$1,043,950	($40,600)
2032	$4,150,150	$3,220,000	$930,150	($3,800)
2033	$4,161,750	$3,350,000	$811,750	$11,600
2034	$1,858,700	$1,135,000	$723,700	($2,303,050)
TOTAL	**$58,076,516**	**$41,645,000**	**$16,431,517**	

Debt reduction will continue to be city administration's top priority. The key to this effort will be to conservatively manage and limit new debt for capital expenditures through existing principal debt payments during that same year. In 2023, the city's proposed capital budget plan ($1.99 million), which excludes the utility capital budgets ($3.23 million), will be approximately $2.5 million lower than principal debt service obligations scheduled for payment ($4.49 million).

The table below provides a 10-year look at the city's outstanding balance (excludes Sewer and Parking Services utility debt) at the beginning and end of each year, annual principal paydown, new capital budget dollars approved, and debt authorized and issued during that year.

10 YEAR MUNICIPAL DEBT SNAPSHOT

Year	Net Debt January 1	Annual Principal Paid	Capital Budget Approved	Debt Authorized	New Debt Issued	Net Debt December 31
2022	$69,017,771	$3,830,000	$2,140,000	$2,038,095	$328,990	$65,576,761
2021	$54,618,424	$3,745,000	$4,030,000	$3,835,000	$18,144,347	$69,017,771
2020	$54,795,251	$3,365,000	$4,189,500	$3,990,000	$3,343,172	$54,618,424
2019	$55,217,303	$2,496,450	$15,417,500	$5,040,000	$1,902,231	$54,795,251
2018	$55,549,571	$3,670,000	$5,039,200	$4,787,240	$2,497,732	$55,217,303
2017	$47,733,211	$2,965,000	$4,785,546	$10,077,000	$10,781,360	$55,549,571
2016	$47,018,282	$2,548,500	$5,904,800	$5,642,000	$2,974,929	$47,733,211
2015	$41,376,286	$2,470,300	$11,025,000	$8,650,000	$360,404	$47,018,282
2014	$38,920,147	$2,098,300	$7,692,828	$8,085,000	$3,348,261	$41,376,286
2013	$36,898,235	$2,302,800	$8,653,000	$6,634,800	$2,152,788	$38,920,147

Despite the city's effort over the last several years to maintain capital budget amounts at a reasonable level in relation to annual debt service payments, municipal debt obligations over the next few years will continue to generate increasing budgetary pressures that will require difficult resource allocation decisions. Looking forward, the city will continue to manage its six-year capital plan annually and take on new debt obligations only if level or higher debt service payments on principal can be made.

The following tables and graph depict scheduled annual principal and interest (P&I) payments on existing municipal and assessment debt service as well as project and municipal capital project financing amounts over the next six years (2023-2028). Capital budget plans directly impact the city's annual debt service payment obligations. As the graph illustrates, future capital budget plans will need serious evaluation as to what the city deems absolutely necessary to preserve and maintain its existing infrastructure and provide adequate support of municipal services. If all future capital budget plans are approved, projected debt service payments will gradually increase to approximately $6.9 million annually in 2025 along with correlated net debt levels increasing as well.

SIX YEAR EXISTING GENERAL FUND DEBT SERVICE PAYMENT SCHEDULE			
	2023	**2024**	**2025**
Existing Bond Principal	$4,470,000	$4,575,000	$4,690,000
Existing Bond Interest	$2,045,150	$1,959,646	$1,818,582
Existing Note Principal	$19,000	$19,000	$19,000
Existing Note Interest	$59,040	$58,280	$57,520
EXISTING DEBT SERVICE TOTAL (Principal & Interest)	**$6,593,190**	**$6,611,926**	**$6,585,102**

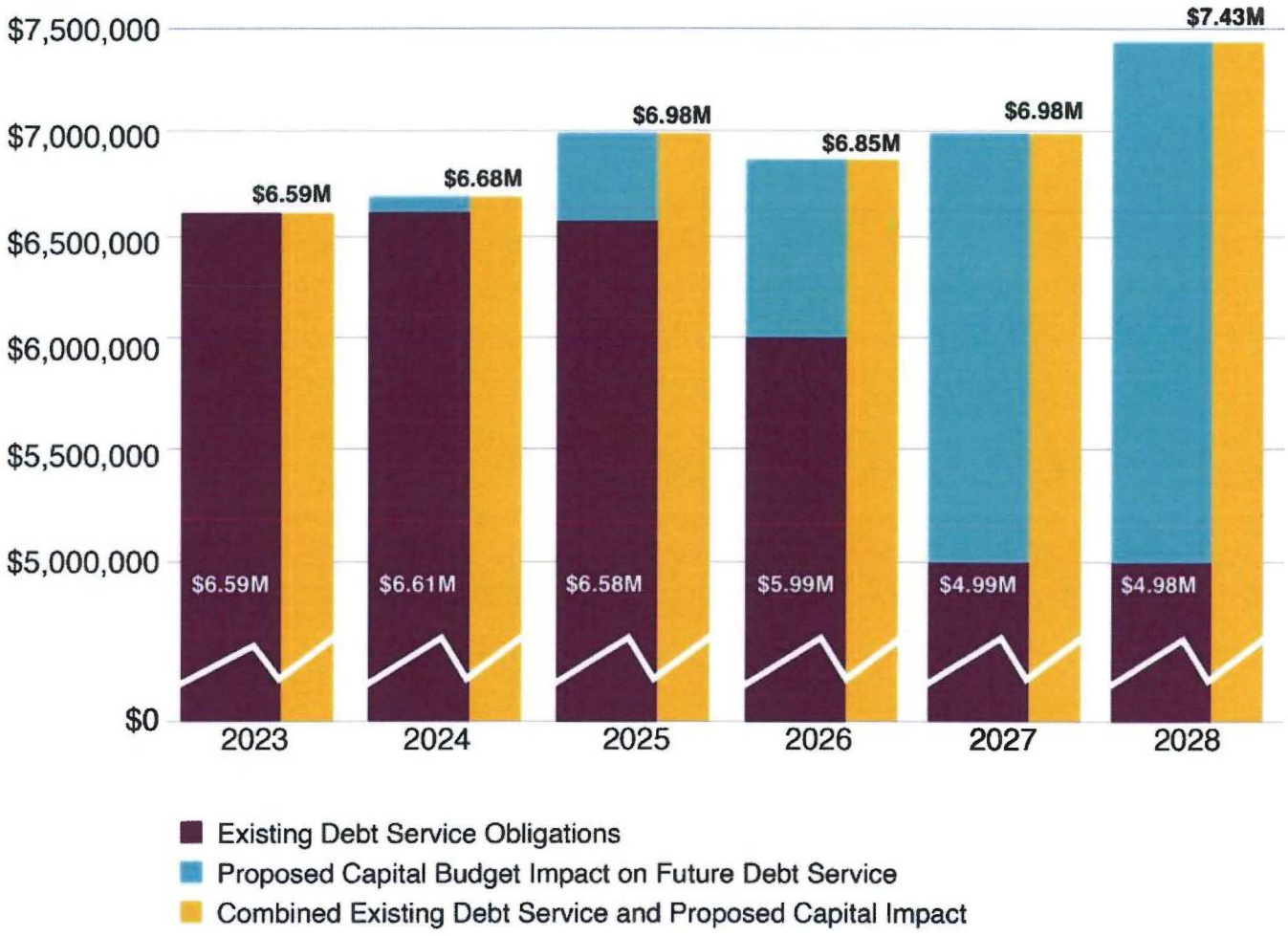
	2026	**2027**	**2028**
Existing Bond Principal	$4,245,000	$3,375,000	$3,495,000
Existing Bond Interest	$1,676,957	$1,547,716	$1,417,215
Existing Note Principal	$19,000	$19,000	$19,000
Existing Note Interest	$56,760	$56,000	$55,240
EXISTING DEBT SERVICE TOTAL (Principal & Interest)	**$5,997,717**	**$4,997,716**	**$4,986,455**

SIX YEAR CAPITAL IMPROVEMENTS PLAN ESTIMATED DEBT SERVICE IMPACT (Short-term Note Schedule)			
	2023	**2024**	**2025**
Proposed Capital Projects Budget	$1,991,000	$8,235,250	$7,054,000
Proposed Capital Projects Debt Service	$0	$69,685	$399,085

	2026	**2027**	**2028**
Proposed Capital Projects Budget	$8,171,500	$4,571,235	$1,349,000
Proposed Capital Projects Debt Service	$845,075	$1,988,466	$2,450,033

The following graph and table summarize the four preceding tables. The city's existing five-year capital improvements plan will need to be carefully prioritized to reduce future financing needs to keep debt service levels on a more manageable level and ensure annual budgetary stability.

SIX YEAR SUMMARY OF PROJECTED DEBT SERVICE SCHEDULES



SIX YEAR SUMMARY OF PROJECTED DEBT SERVICE SCHEDULES

SIX YEAR CAPITAL IMPROVEMENTS PLAN ESTIMATED DEBT SERVICE IMPACT (Short-term Note Schedule)			
	2023	**2024**	**2025**
Existing Debt Service Totals (Principal & Interest)	$6,593,190	$6,611,926	$6,585,102
Proposed Capital Projects Estimated Debt Service	$0	$69,685	$399,085
Existing Debt Service Totals and Proposed Capital Projects Estimated Debt Service	$6,593,190	$6,681,611	$6,984,187

	2026	**2027**	**2028**
Existing Debt Service Totals (Principal & Interest)	$5,997,717	$4,997,716	$4,986,455
Proposed Capital Projects Estimated Debt Service	$854,075	$1,988,466	$2,450,033
Existing Debt Service Totals and Proposed Capital Projects Estimated Debt Service	$6,851,792	$6,986,182	$7,436,488

The following two tables illustrate the Sewer and Parking Services utility debt service schedules until the final principal payments on respective long-term debt issuances are paid off.

SEWER UTILITY FUND
BOND DEBT SERVICE SCHEDULE

Budget Year	Total Sewer Bond Debt Service	Principal	Interest	$ Change from Prior Year
2023	$913,676	$630,000	$283,676	$292,992
2024	$915,315	$640,000	$275,315	$1,639
2025	$903,908	$645,000	$258,908	($11,407)
2026	$907,215	$665,000	$242,215	$3,307
2027	$731,650	$505,000	$226,650	$175,565
2028	$732,100	$520,000	$212,100	$450
2029	$737,000	$540,000	$197,000	$4,900
2030	$745,050	$565,000	$180,050	$8,050
2031	$742,875	$580,000	$162,875	($2,175)
2032	$414,100	$265,000	$149,100	($328,775)
2033	$413,250	$275,000	$138,250	($850)
TOTAL	**$8,156,139**	**$5,830,000**	**$2,326,139**	

PARKING SERVICES UTILITY FUND
BOND DEBT SERVICE SCHEDULE

Budget Year	Total Parking Bond Debt Service	Principal	Interest	$ Change from Prior Year
2023	$474,821	$370,000	$104,821	$5,205
2024	$479,610	$385,000	$94,610	$4,789
2025	$478,010	$395,000	$83,010	($1,600)
2026	$480,554	$410,000	$70,554	$2,544
2027	$482,340	$425,000	$57,340	$1,786
2028	$483,597	$440,000	$43,597	$1,257
2029	$284,700	$255,000	$29,700	($198,897)
2030	$298,650	$275,000	$23,650	$13,950
2031	$211,075	$195,000	$16,075	$87,575
2032	$214,875	$205,000	$9,875	$3,800
2033	$198,675	$195,000	$3,675	($16,200)
TOTAL	**$4,086,907**	**$3,550,000**	**$536,907**	

SUMMIT'S MUNICIPAL PERSONNEL

In 2023, the city organization employs 177 full-time and 25 part-time permanent employees, which is the same as last year.

The City of Summit workforce includes both represented and non-represented employees in full-time and part-time capacities. In addition, we have temporary and seasonal employees as well as volunteers. These employees fill technical/skilled, administrative, safety and managerial roles. We work in a dynamic environment where, as the City of Summit continues to change and grow, our workforce must evolve. Our employees come from a variety of backgrounds, training, and experience to represent our city.

Of the 202 total city employees, 12 full-time and eight part-time positions are located in the Sewer Utility and Parking Services Utility, whose budgets are funded by user fees.

The following tables depict all full-time and part-time municipal employees (excluding seasonal or temporary workers and elected officials), broken down by department, division and office for years 2020-2023.

MUNICIPAL EMPLOYEES (PERMANENT FULL-TIME & PART-TIME)

DEPARTMENT	2023		2022		2021		2020	
GENERAL GOVERNMENT	FT	PT	FT	PT	FT	PT	FT	PT
City Administration	3	0	3	0	3	0	2	2
City Clerk	3	0	3	0	3	0	2	1
Legal	0	2	0	2	0	2	0	2
SUB-TOTAL	**6**	**2**	**6**	**2**	**6**	**2**	**4**	**5**

DEPARTMENT	2023		2022		2021		2020	
FINANCE	FT	PT	FT	PT	FT	PT	FT	PT
Financial Administration	5	0	5	0	5	0	5	0
Tax Collection	2	0	2	0	2	0	1	1
Tax Assessment	2	0	2	0	2	0	2	1
SUB-TOTAL	**9**	**0**	**9**	**0**	**9**	**0**	**8**	**2**

DEPARTMENT	2023		2022		2021		2020	
PUBLIC SAFETY	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
Police Department	51	0	51	0	51	0	51	0
Fire Department	32.5	0	32.5	0	32.5	0	32.5	0
Emergency Management	0	1	0	1	0	0	0	0
SUB-TOTAL	**83.5**	**1**	**83.5**	**1**	**83.5**	**0**	**83.5**	**0**

DEPARTMENT	2023		2022		2021		2020	
COMMUNITY SERVICES	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
DCS Administration	5	0	5	0	5	0	5	0
Engineering	2	1	2	1	2	1	2	1
Roads Unit	9	0	9	0	9	0	9	0

DEPARTMENT	2023		2022		2021		2020	
COMMUNITY SERVICES	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
Public Works Maintenance / Buildings & Grounds	6	7	6	7	6	7	6	7
Sanitation	9	0	9	0	9	0	9	0
Recycling	1	0	1	0	1	0	1	0
Transfer Station	3	0	3	0	3	0	3	0
Compost Area	2	0	2	0	2	0	2	0
Fleet Maintenance	3	0	3	0	3	0	3	0
Shade Trees	9	0	9	0	9	0	9	0
Code Enforcement	2	1	2	1	2	1	2	1
Uniform Construction Code	6.5	4	6.5	4	6.5	4	6.5	5
SUB-TOTAL	**57.5**	**13**	**57.5**	**13**	**57.5**	**13**	**57.5**	**14**

DEPARTMENT	2023		2022		2021		2020	
COMMUNITY PROGRAMS	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
Community Programs	6	0	6	0	6	0	5	1
Golf Course	1	0	1	0	1	0	1	0
Family Aquatic Center	0	0	0	0	0	0	0	0
SUB-TOTAL	**7**	**0**	**7**	**0**	**7**	**0**	**6**	**1**

OTHER MUNICIPAL SERVICES	2023		2022		2021		2020	
Shared Service Agreements	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**	**FT**	**PT**
Board of Health (Westfield)	2	0	2	0	2	0	2	0
Municipal Court (New Providence)	0	1	0	1	0	1	0	1
SUB-TOTAL	**2**	**1**	**2**	**1**	**2**	**1**	**2**	**1**

UTILITIES	2023		2022		2021		2020	
	FT	PT	FT	PT	FT	PT	FT	PT
Parking Services Agency Utility	7	7	7	7	6	5	7	8
Sewer Utility	5	1	5	1	4	2	4	1
SUB-TOTAL	**12**	**8**	**12**	**8**	**10**	**7**	**11**	**9**

MUNICIPAL ORGANIZATION STAFFING TOTALS

CITY PERSONNEL	2023	2022	2021	2020
Full-time	177	177	175	172
Part-time	25	25	23	31
TOTAL	**202**	**202**	**198**	**203**

HEALTH CARE INSURANCE PLANS & COST SHARE

MEDICAL AND DENTAL PREMIUM COST SHARING

In accordance with the State Health Benefits Reform Law, Chapter 78, P.L. 2011, a city employee's health care insurance contribution is determined as a specified percentage of the medical and dental coverage plans premium within a salary range expressed in the law, but not less than 1.5% of an employee's current pensionable salary. Employees who were hired prior to the effective date of Chapter 78 were subject to a four-year, phase-in of the full contribution amount. Various circumstances prescribed in the law may affect whether the phase-in applies to certain employees. For example, an employee who is hired on or after the effective date of the statute shall contribute at the highest level (year four) appropriate to their salary range, or at 1.5% of pensionable salary, whichever is greater. Currently, all city employees are now at year four, and will contribute approximately $1.41 million toward healthcare insurance premium costs, approximately $264,000 more than last year.

In total, gross medical and dental insurance appropriations are $4.74 million. For medical and prescription insurance coverage, the 2023 premium is $4.54 million, and the premium for dental insurance is approximately $200,000.

As mentioned above, the net appropriation cost in the municipal budget is significantly lower because of other city agency cost allocations, employee cost sharing of annual healthcare premiums and use of funds available from the Self Insurance Trust. The table below outlines all employee cost sharing reductions from gross healthcare insurance appropriations, including employer costs shared by the Sewer and Parking Services utilities.

HEALTHCARE INSURANCE COST SHARE BREAKDOWN			
GROUP	**2023**	**2022**	**% Change from 2022**
Medical & Dental Gross Premium Costs	**$4,746,294**	**$3,850,831**	**23.3%**
CITY GOVERNMENT			
• Employer Healthcare Cost Share	**$2,925,000**	**$2,394,648**	**22.0%**
• Employee Medical Premium Cost Share	*$1,158,774*	*$942,026*	*23.0%*
• Employee Dental Premium Cost Share	*$115,698*	*$99,786*	*16.0%*
Employee Cost Share SUB-TOTAL	***$1,274,472***	***$1,041,812***	**22.0%**

GROUP	**2023**	**2022**	**% Change from 2022**
SEWER UTILITY			
• Employer Healthcare Cost Share	**$97,962**	**$57,058**	**72.0%**
• Employee Medical Premium Cost Share	*$25,678*	*$20,197*	*27.0%*
• Employee Dental Premium Cost Share	*$2,852*	*$3,282*	*(13.0%)*
Employee Cost Share SUB-TOTAL	**$28,530**	**$23,479**	**22.0%**

GROUP	2023	2022	% Change from 2022
PARKING SERVICES UTILITY			
• Employer Healthcare Cost Share	**$109,249**	**$91,026**	**20.0%**
• Employee Medical Premium Cost Share	*$24,486*	*$19,918*	*23.0%*
• Employee Dental Premium Cost Share	*$4,480*	*$3,443*	*31.0%*
Employee Cost Share SUB-TOTAL	***$28,966***	***$23,361***	**24.0%**

GROUP	2023	2022	% Change from 2022
LIBRARY			
• Employer Healthcare Cost Share	**$199,083**	**$156,817**	**27.0%**
• Employee Medical Premium Cost Share	*$74,914*	*$54,731*	*37.0%*
• Employee Dental Premium Cost Share	*$8,118*	*$7,899*	*3.0%*
Employee Cost Share SUB-TOTAL	**$83,032**	**$62,630**	**33.0%**

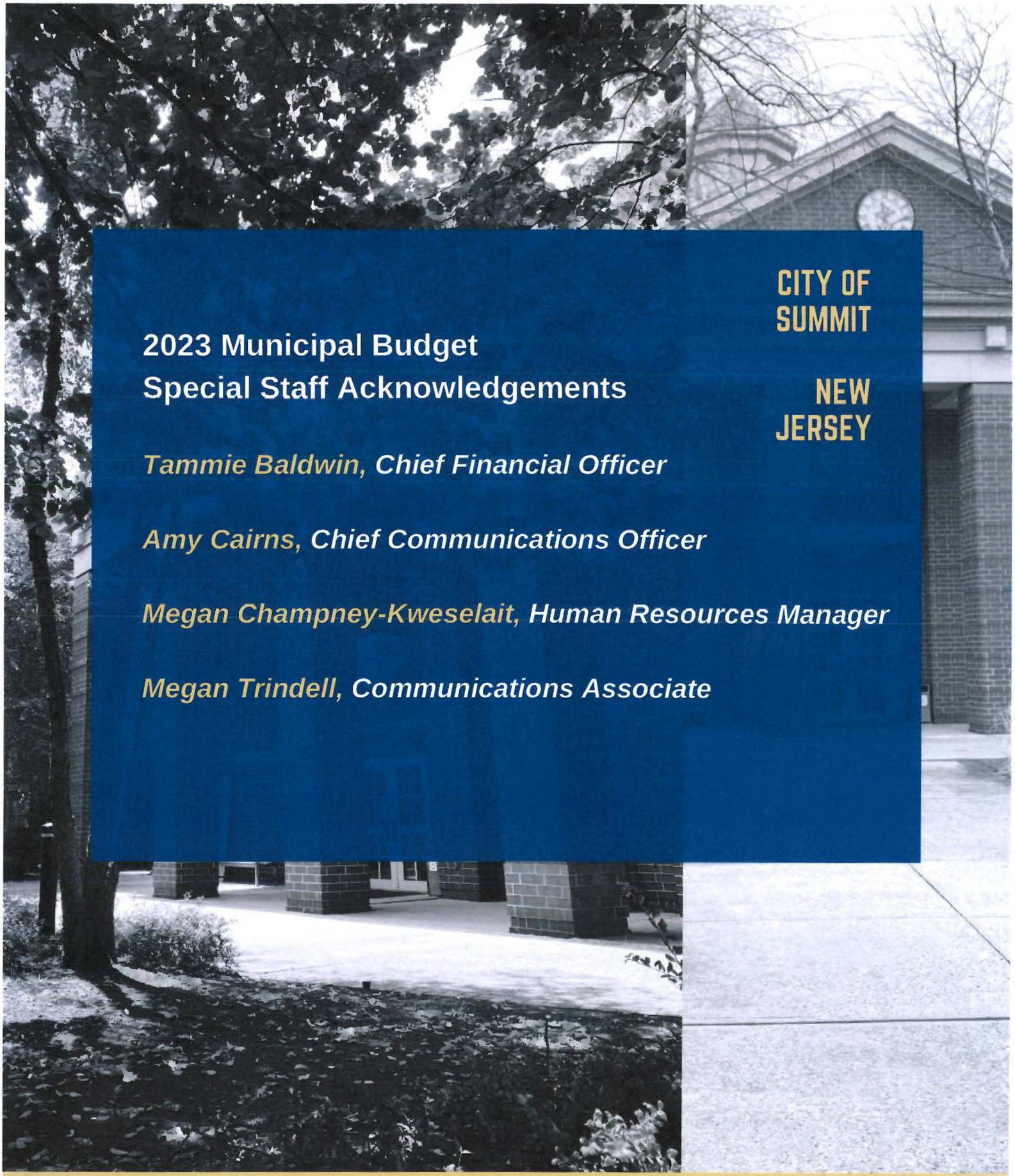
HEALTHCARE INSURANCE COST SHARE SUMMARY TOTALS			
	2023	**2022**	**% Change from 2022**
• Employer Healthcare Cost Share	$3,331,294	$2,699,549	23.4%
• Employee Medical Premium Cost Share	$1,283,852	$1,036,872	23.8%
• Employee Dental Premium Cost Share	$131,148	$114,410	14.6%
Medical & Dental Gross Premium Costs	***$4,746,294***	***$3,850,831***	**23.3%**

EMPLOYEE BENEFITS AS A PERCENTAGE OF SALARY

Employee wages and benefits can represent a significant cost to a municipality. Increasing benefits as a percent of salaries and wages is certainly a warning trend to carefully monitor. As shown below, total general fund benefits as a percent of salaries and wages have ranged from 48.1% to 53.1% from 2021 to 2023. The salaries and wages amount used in the following table covers only full-time and part-time employees eligible for healthcare insurance and pension contribution. Unfortunately, annual healthcare insurance premiums and pension contribution costs are mainly determined by outside entities. However, the city does control a primary factor of these cost drivers: employee staffing levels. The table below covers all 202 current city employees, including sewer, parking services and U.C.C. staff. However, given that utility and trust budget costs are outside the municipal operating budget, the city is permitted under local budget law to charge these budgets as an offset for their respective employee healthcare and pension-related costs within the Municipal Budget.

TOTAL BENEFITS AS A PERCENTAGE OF SALARIES AND WAGES (Permanent Full-time & Part-time)

	2023	2022	2021
• Salaries	$17,209,617	$17,063,867	$16,695,393
• Total Benefits	$9,144,527	$8,205,545	$8,026,308
• % of benefits to Salaries and Wages	53.1%	48.1%	48.1%
• % Annual Change	5.05%	0.01%	2.00%
• Total Employees	202	202	198
Average Cost of Benefits per Employee	***$45,270***	***$40,621***	**$40,537**



CITY OF SUMMIT

NEW JERSEY

2023 Municipal Budget
Special Staff Acknowledgements

Tammie Baldwin, Chief Financial Officer

Amy Cairns, Chief Communications Officer

Megan Champney-Kweselait, Human Resources Manager

Megan Trindell, Communications Associate

5-YEAR TREND ANALYSIS

APRIL
2023

FIVE-YEAR FINANCIAL TREND REPORT

For the five-year period 2018 through 2022

CITY OF SUMMIT

INTRODUCTION

Summit's annual Financial Trend Report (FTR) is adapted from the Financial Trend Monitoring System (FTMS) developed by the International City/County Management Association (ICMA), which "identifies the factors that affect financial condition and arranges them in a rational order so that they can be more easily analyzed and measured." The sound financial condition of the city depends on its ability to balance the demands for service with available financial resources. The FTR is a management tool that gathers pertinent information from the city's budgetary and financial reports, includes certain economic and demographic data, and creates city-specific financial indicators that, when graphed over a period of time, can be used to monitor changes in fiscal condition. Effective monitoring allows for city officials to identify existing and emerging financial problems and develop solutions in a timely manner. It also provides Common Council additional insight for the annual budget process, providing a broader context for decision making and setting financial policies.

FINANCIAL INDICATORS

The ICMA's FTMS provides for over 40 standard indicators that can be used to evaluate the financial condition of any municipality. For Summit's annual FTR, 17 indicators are used and organized as follows:

- Revenues
- Expenditures
- Operating position
- Debt structure

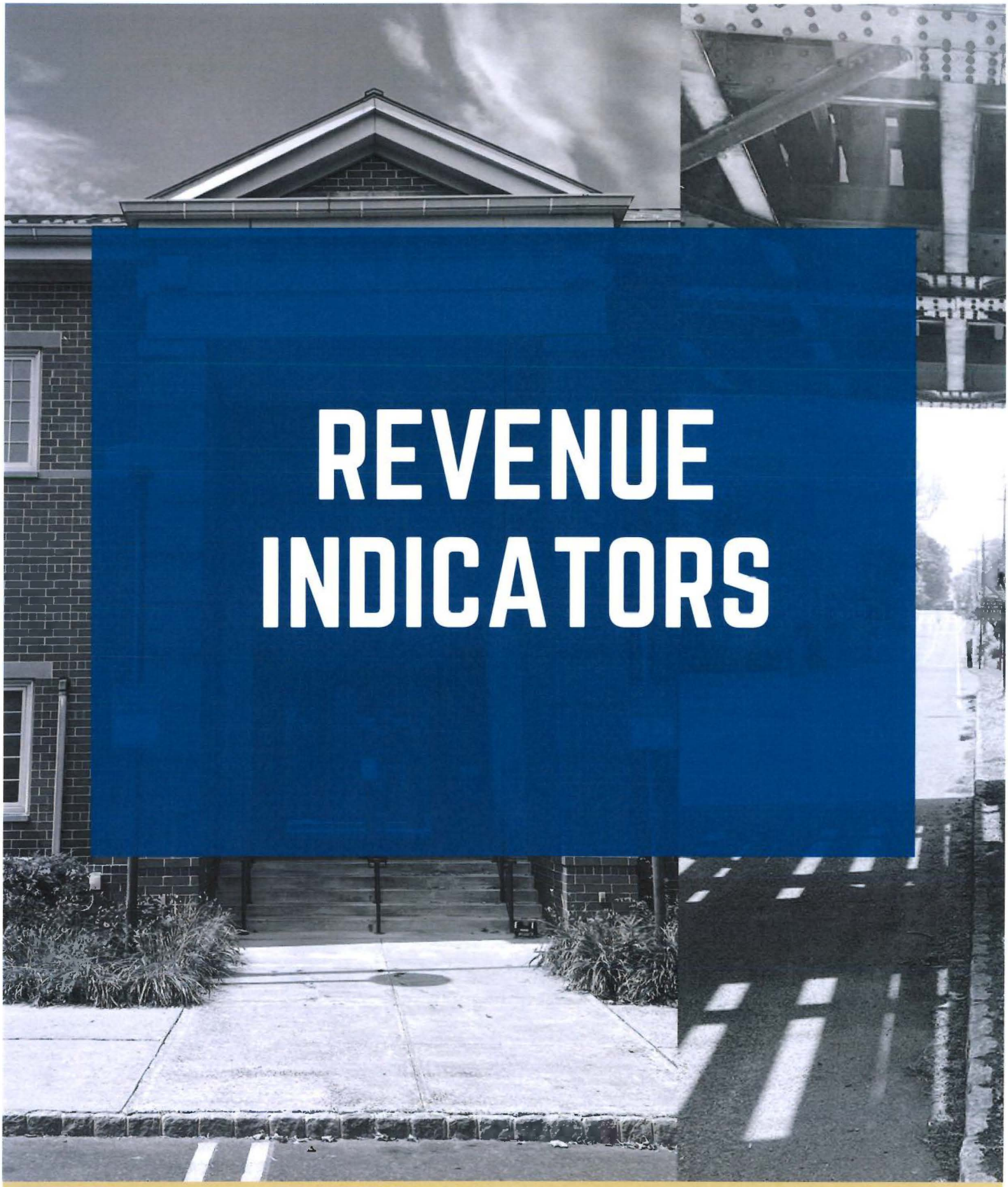
The financial indicators selected for use in Summit's FTR are graphically presented through the following pages to illustrate respective trends. Also shown is the formula for computing and interpreting the indicator, and some background and analysis of the five-year trend.

METHODOLOGY

Summit's FTR covers the period of January 1, 2018, through December 31, 2022. Actual data is taken from the city's annual financial and debt statements as well as its audit reports unless otherwise indicated in the report. Further, the Consumer Price Index (CPI) is based on annual average price values obtained from the New York-Newark-Jersey City, NY-NJ-PA All Items, All Urban Consumers database of the United States Department of Labor, Bureau of Labor Statistics (BLS).

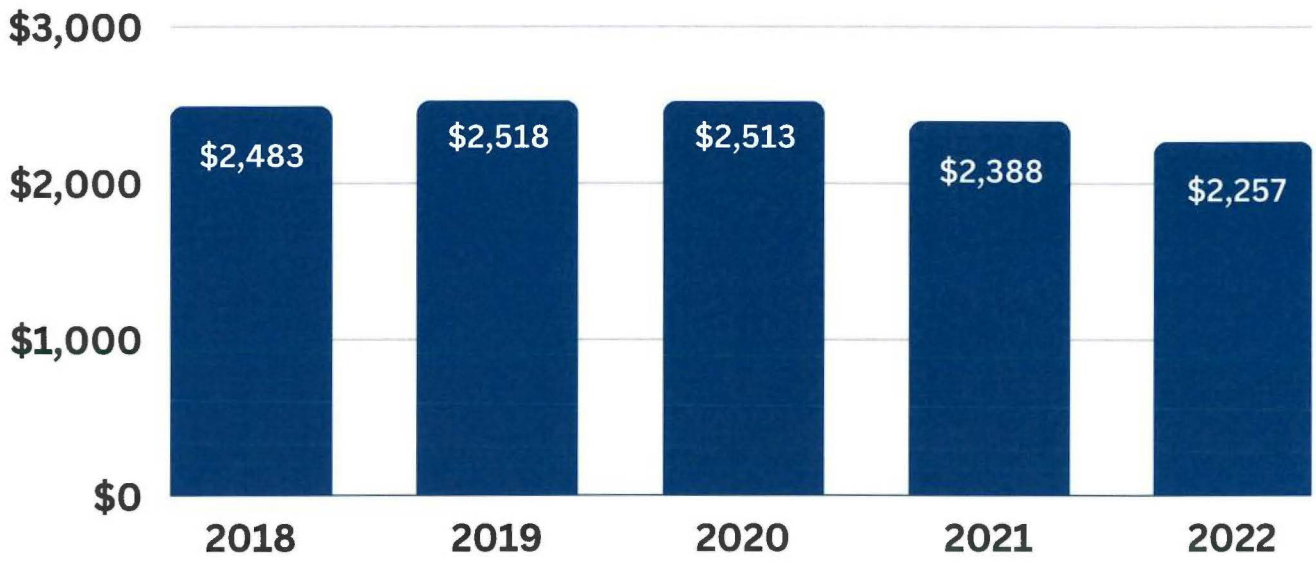
Constant dollars are nominal dollars adjusted for inflation using data from the BLS website. The conversion from actual dollars to constant dollars allows for considering the appearance of growth that may be due to inflation. The CPI base year is 2017 (268.5), which is also used for comparative purposes with year 2018.

Population data used in the per capita computations is sourced from the US Census Bureau (July 1, 2021).



REVENUE INDICATORS

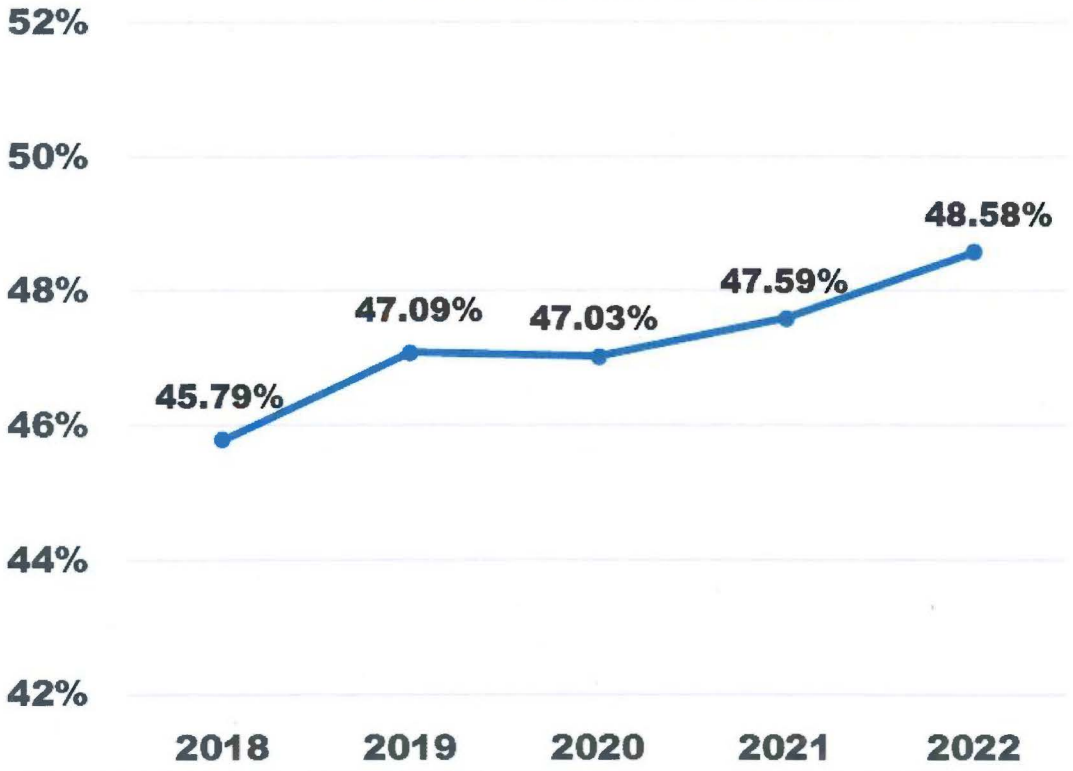
OPERATING REVENUE PER CAPITA



- **Warning Trend:** Decreasing operating revenue per capita. (Summit: NEGATIVE)
- **Formula:** Net Operating Revenue (constant dollars)/Population
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- As population increases, it is expected that revenue and the need for service would increase proportionately. Per capita revenue shows changes in revenue relative to population. For a municipality to remain financially stable, revenue per capita should remain at least constant and be relative to expenditure per capita.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **CPI Index**	273.6	278.2	282.9	292.3	310.1
• **CPI** (constant)	0.99	0.97	0.95	0.94	0.87
• **Net Operating Revenue** (adjusted for inflation)	$55,430,923	$55,440,453	$55,017,543	$54,247,970	$50,845,871
• **Population**	22,323	22,016	21,897	22,719	22,526
• **Operating Revenue per capita**	$2,483	$2,518	$2,513	$2,388	$2,257
• **Dollar Change**	($112)	$35	($6)	($125)	($131)
• **Percentage Change**	(4.30%)	1.41%	(0.22%)	(4.97%)	(5.47%)

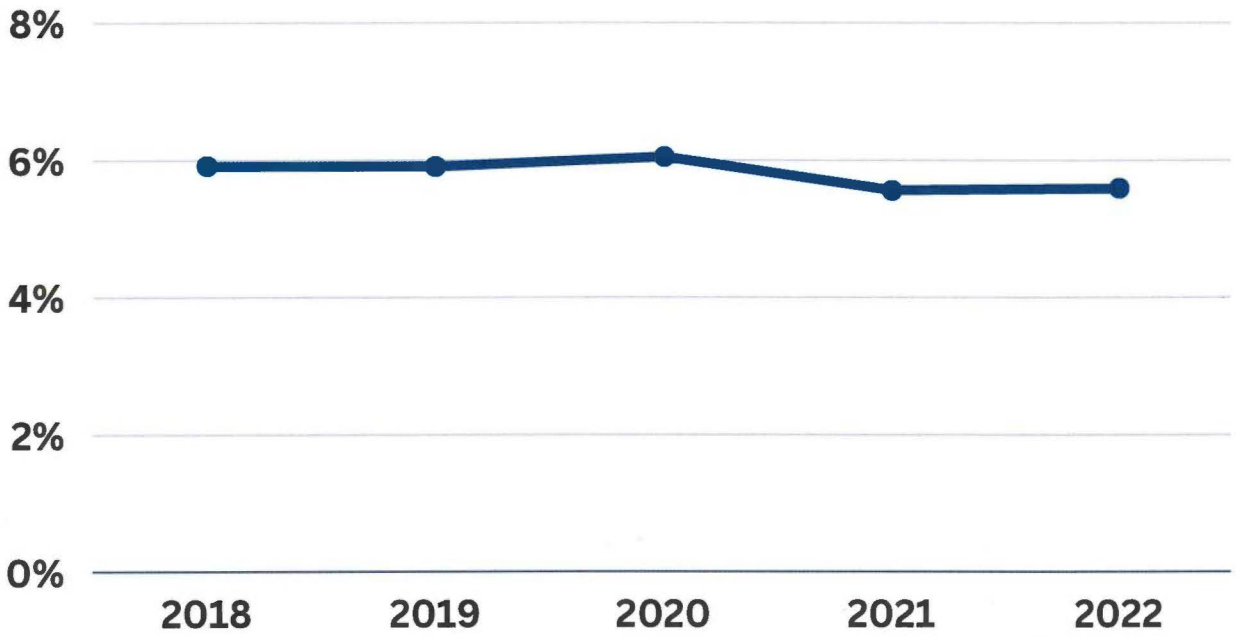
PROPERTY TAX REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Steady increase in the reliance of property tax revenue to balance the municipal budget. (Summit: NEGATIVE)
- **Formula:** Property Tax Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- This indicator shows changes in revenue structure. Strong shifts in the percentage of any revenue source may be a warning of financial problems.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **Property Tax Revenue**	$26,456,806	$27,268,892	$27,103,871	$27,651,998	$28,527,436
• **Percentage of Total**	45.79%	47.09%	47.03%	47.59%	48.58%

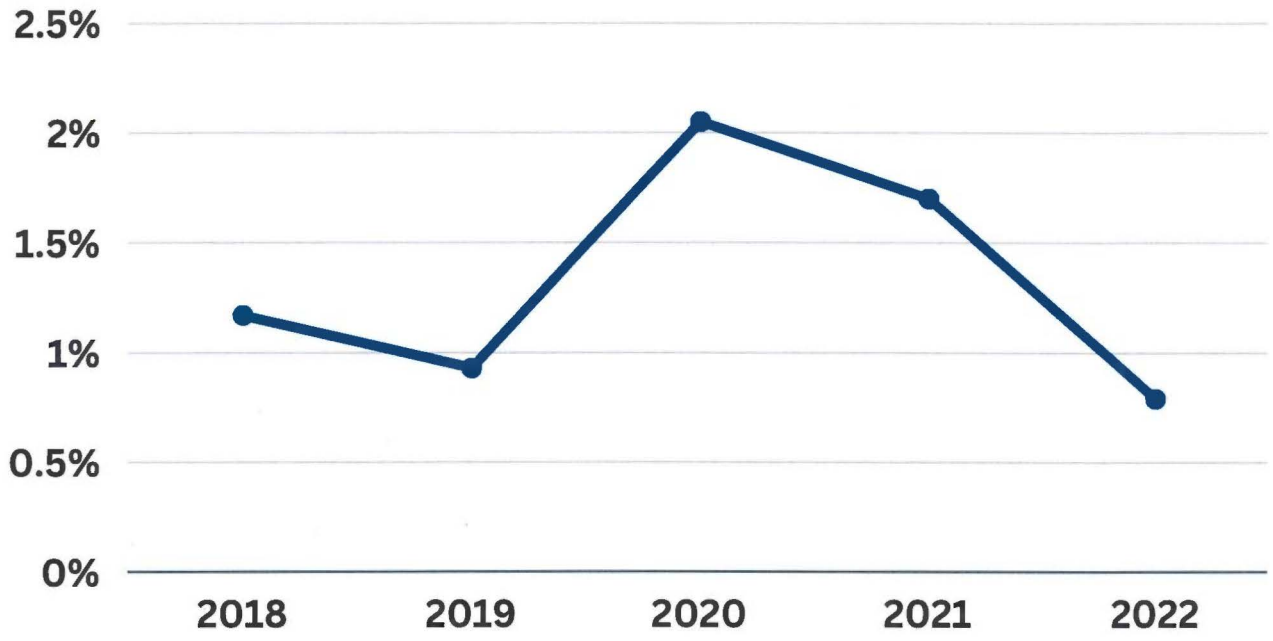
STATE AID REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Decreasing amount of state aid revenue as a percentage of total operating revenue. (Summit: NEUTRAL)
- **Formula:** State Aid Revenue/Total Operating Revenue
- State aid includes: Energy receipts tax (ERT) and local school debt aid. ERT revenue is not earmarked and may be allocated towards any purpose. Decreasing State of New Jersey (State) aid revenue and over-dependence on its use to balance budget may create financial inflexibility and signal financial vulnerability. Summit, like all other NJ municipalities, is highly dependent on State aid as an essential revenue source to reduce its municipal tax burden.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **State Aid Revenue**	$3,423,000	$3,424,850	$3,488,186	$3,228,737	$3,280,088
• **Percentage of Total**	5.92%	5.91%	6.05%	5.56%	5.59%

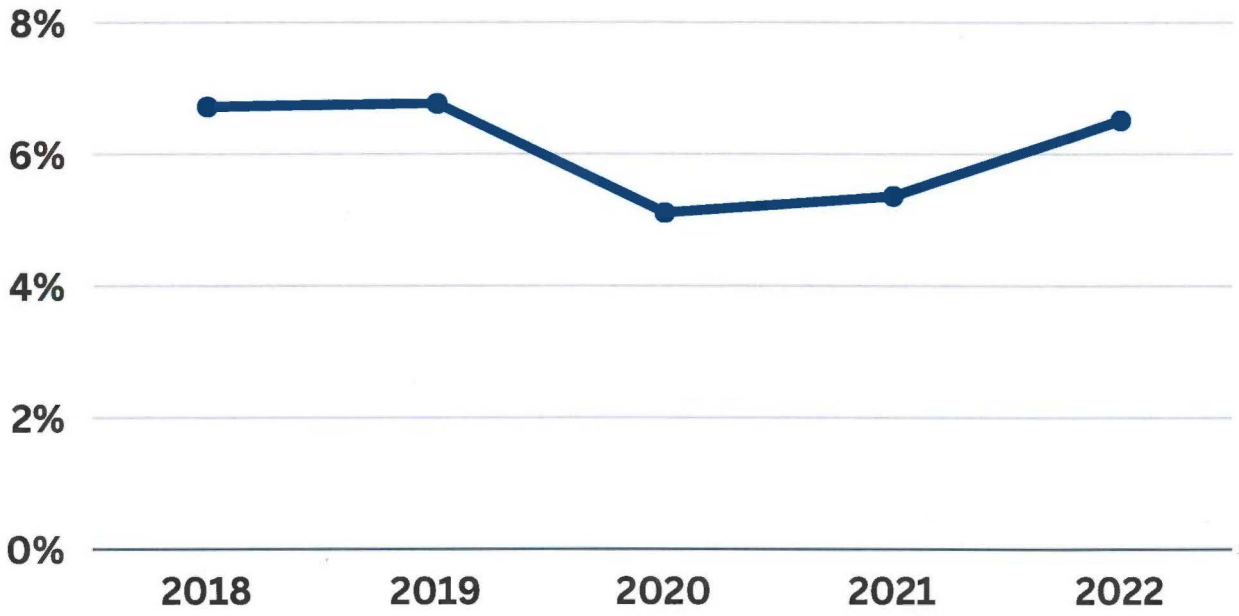
GRANT REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Decreasing amount of grant revenue as a percentage of total operating revenue. (Summit: NEGATIVE)
- **Formula:** Grant Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- Grants include NJDOT municipal aid, Greening Union County, Kids Recreation, Recycling Tonnage, Clean Communities, NJDOT Safe Streets to Transit, and others. The grants are earmarked for specific purposes, often to implement state or federal programs. Decreasing grant revenue places a greater burden on municipal resources to fund operating expenditures or capital projects.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **Grant Revenue**	$678,052	$537,629	$1,179,530	$984,880	$464,464
• **Percentage of Total**	1.17%	0.93%	2.05%	1.70%	0.79%

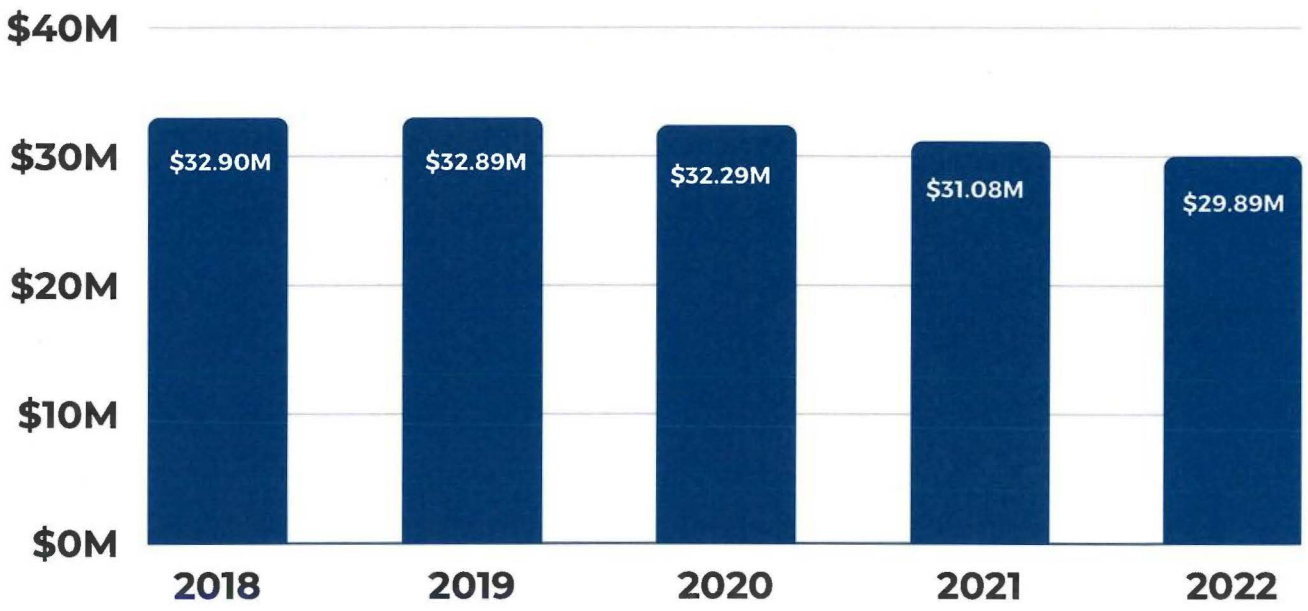
LOCAL REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Decreasing amount of local revenue as a percentage of total operating revenue. (Summit: POSITIVE)
- **Formula:** Local Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- Local revenues have increased over the last two years, reducing reliance on enterprise contributions and other special revenue items to balance the municipal budget.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **Local Revenue** (realized)	$3,885,392	$3,923,216	$2,944,723	$3,112,779	$3,824,929
• **Percentage of Total**	6.72%	6.77%	5.11%	5.36%	6.51%

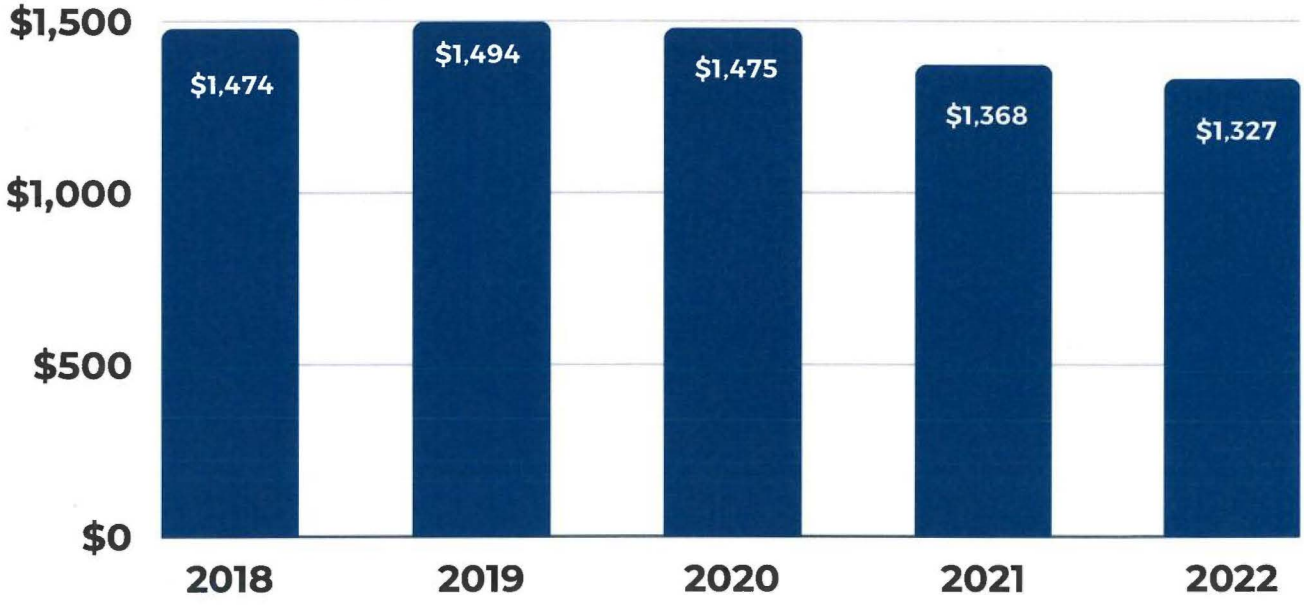
PROPERTY TAX REVENUE



- **Warning Trend:** Decline in property tax revenue (in CPI constant dollars). (Summit: NEGATIVE)
- **Formula:** Property Tax Revenue (constant)/CPI (in decimals)
- Property tax revenues are audited figures that include prior year delinquencies.
- Fluctuations in property tax revenue can be attributed to many factors including new development, decline or rise in property values, age of property or a general decline in the regional economy. Cities that rely heavily on property tax revenue are susceptible to serious economic disruption. For Summit's municipal budget purposes, the property tax levy amount required to balance total revenue with total appropriation needs has increased annually by 7.8% since 2018.

	2018	2019	2020	2021	2022
• **Property Tax Revenue** (realized)	$33,531,739	$34,072,115	$34,022,027	$33,840,833	$34,527,282
• **CPI Index**	273.6	278.2	282.9	292.3	310.1
• **CPI** (constant)	0.98	0.97	0.95	0.92	0.87
• **Property Tax Revenue** (adjusted for inflation)	$32,904,216	$32,890,828	$32,290,381	$31,087,720	$29,897,665
• **Dollar change**	($53,353)	($13,388)	($600,447)	($1,202,662)	($1,190,055)
• **Percentage Change**	(0.16%)	(0.04%)	(1.83%)	(3.72%)	(3.83%)

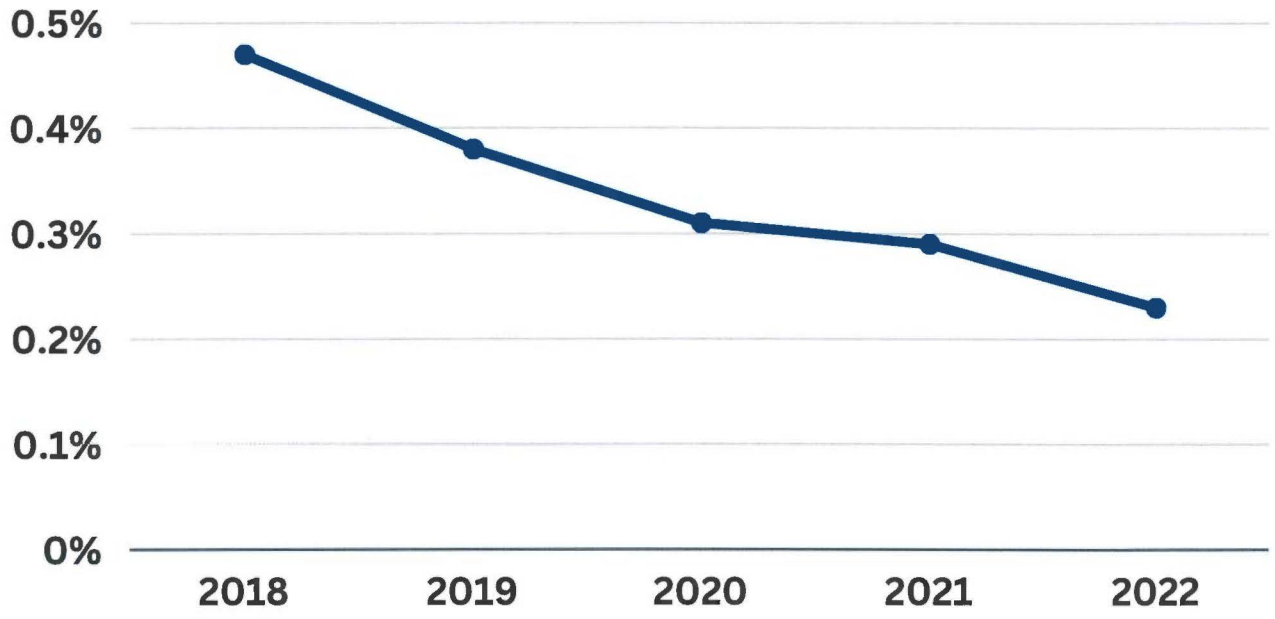
PROPERTY TAX REVENUE PER CAPITA



- **Warning Trend:** Decreasing property tax revenue per capita. (Summit: NEGATIVE)
- **Formula:** Property Tax Revenue (constant)/Population
- Property tax revenues are audited figures that include prior year delinquencies.
- As population increases, it is expected that revenue and the need for service would increase proportionately. Per capita property tax shows changes relative to population. For the city to remain financially stable, losses in property tax should be offset by increases in other forms of revenue.

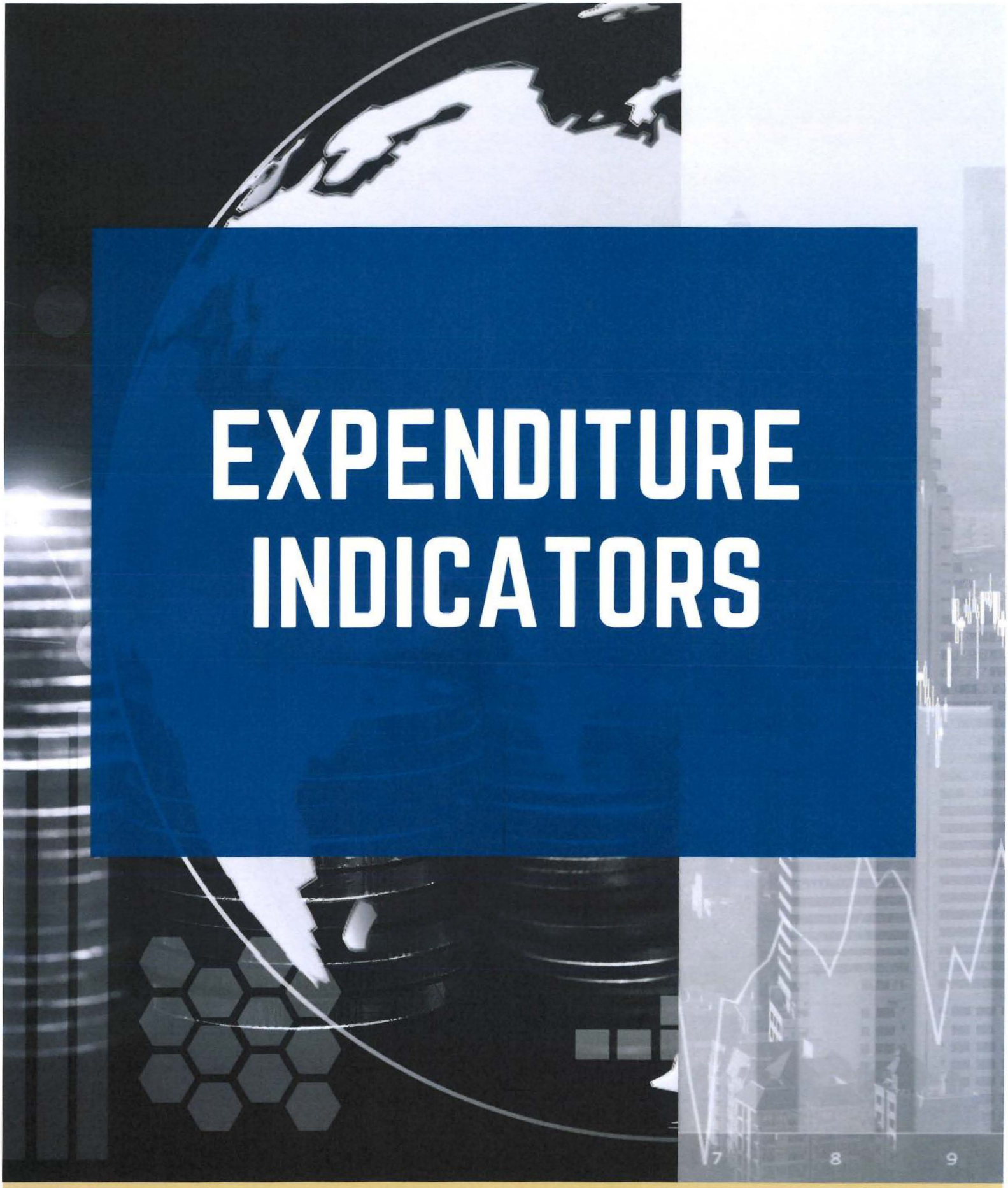
	2018	2019	2020	2021	2022
• **Property Tax Revenue** (realized)	$33,531,739	$34,072,115	$34,022,027	$33,840,833	$34,527,282
• **CPI Index**	273.6	278.2	282.9	292.3	310.1
• **CPI** (constant)	0..98	0.97	0.95	0.92	0.87
• **Property Tax Revenue** (adjusted for inflation)	$32,901,765	$32,888,378	$32,287,976	$31,085,404	$29,891,582
• **Population**	22,323	22,016	21,897	22,719	22,526
• **Property Tax Revenue per capita**	$1,474	$1,494	$1,475	$1,368	$1,327
• **Dollar change**	($23)	$20	($19)	($106)	($41)
• **Percentage Change**	(1.53%)	1.35%	(1.29%)	(7.21%)	(3.02%)

OUTSTANDING PROPERTY TAXES



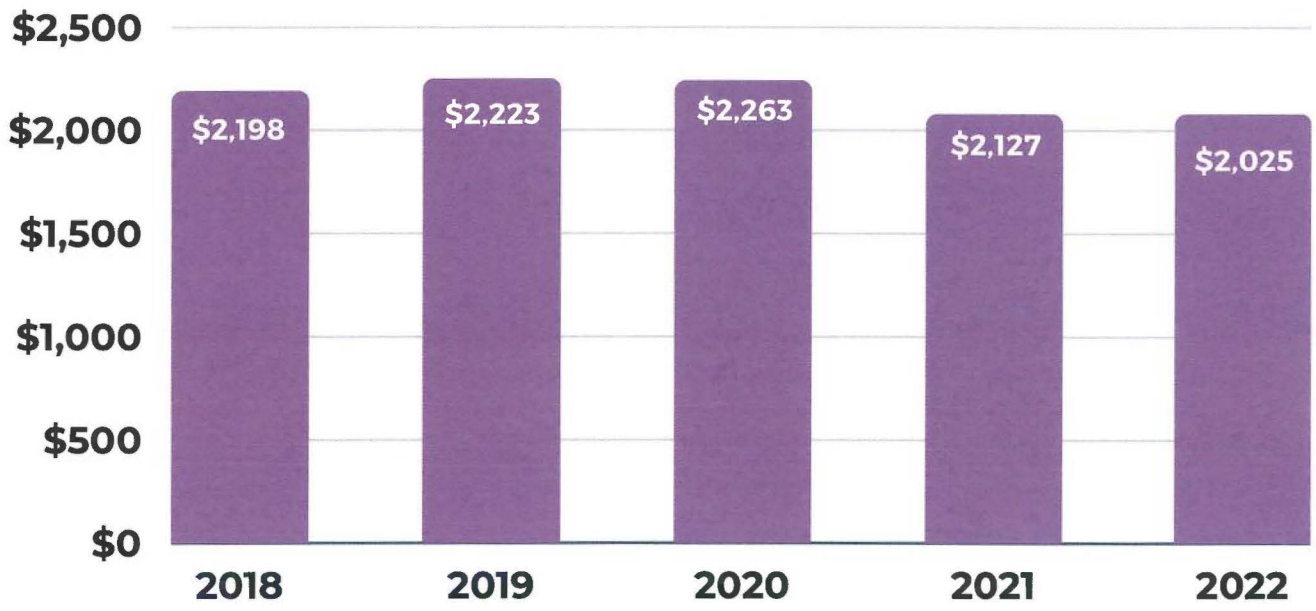
- **Warning Trend:** Increasing outstanding property tax revenue as a percentage of property tax levy. (Summit: POSITIVE)
- **Formula:** Outstanding Property Taxes/Total Tax Levy
- Includes added and/or omitted tax assessed billings made in the fourth quarter of 2022 and not due until first quarter 2023.
- Increases in the percentage of property tax not collected indicates a serious financial problem. High levels of outstanding uncollected property tax decreases liquidity and the ability for the city to meet its current bills and liabilities. Historically, Summit has an exceedingly high tax collection rate and, as a result, outstanding property tax revenue is very low compared with the annual total tax levy.

	2018	2019	2020	2021	2022
• **Total Tax Levy**	$135,889,392	$137,679,801	$139,397,602	$144,017,257	$139,846,399
• **Outstanding Property Taxes**	$634,134	$524,185	$428,321	$419,772	$318,340
• **Percentage of Total**	0.47%	0.38%	0.31%	0.29%	0.23%



EXPENDITURE INDICATORS

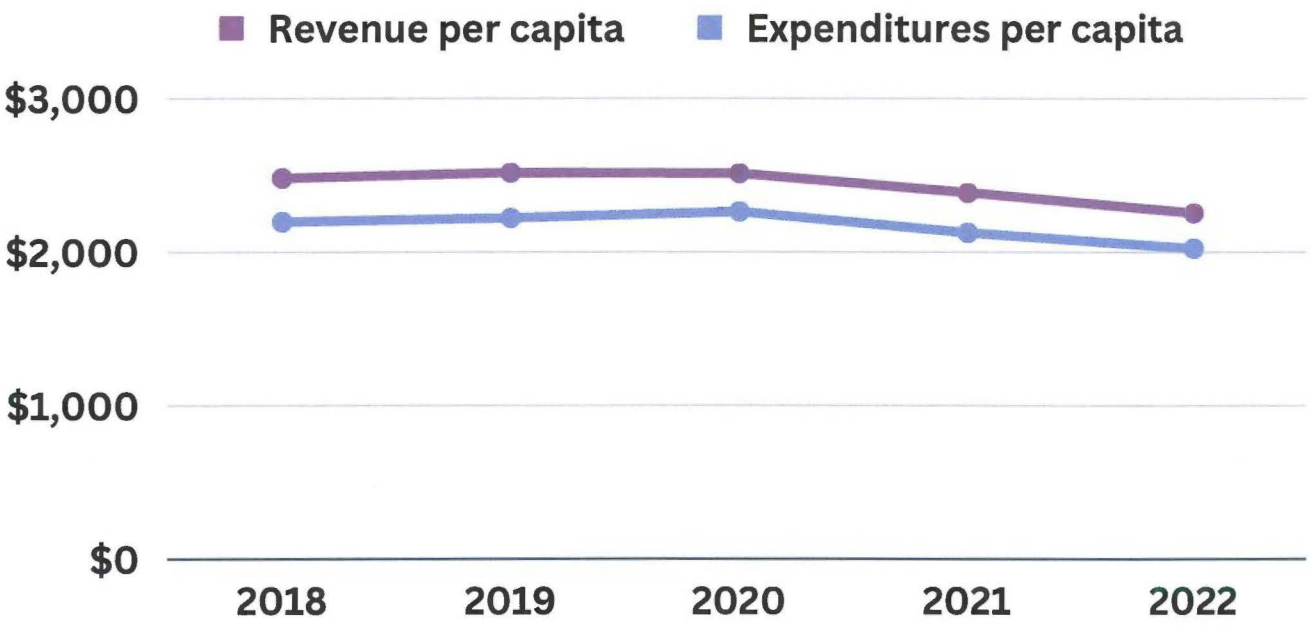
EXPENDITURE PER CAPITA



- **Warning Trend:** Increase in expenditures per capita. (Summit: POSITIVE)
- **Formula:** Property Tax Expenditures (constant)/Population
- Final budget amounts spent in respective municipal budget years differ from adopted budget amounts because of Chapter 159 grant approvals. Fluctuations in expenditures can be caused by factors such as personnel costs, debt service, contractual obligations, changes in health and/or liability insurance. Summit's expenditure per capita continues to trend downward since 2020. Summit will monitor this indicator closely to ensure the cost of providing services and funding its municipal budget does not exceed the community's ability to pay.

	2018	2019	2020	2021	2022
• **Expenditures Total** (actual)	$50,006,897	$50,713,907	$52,216,663	$52,602,234	$52,694,235
• **CPI Index**	273.6	278.2	282.9	292.3	310.1
• **CPI** (constant)	0.98	0.97	0.95	0.92	0.87
• **Expenditures Total** (constant)	$49,067,398	$48,952,000	$49,555,259	$48,319,192	$45,619,404
• **Population**	22,323	22,016	21,897	22,719	22,526
• **Expenditure per capita**	$2,198	$2,223	$2,263	$2,127	$2,025
• **Percentage Change**	(3.21%)	1.16%	1.78%	(6.02%)	(4.78%)

REVENUE AND EXPENDITURE PER CAPITA

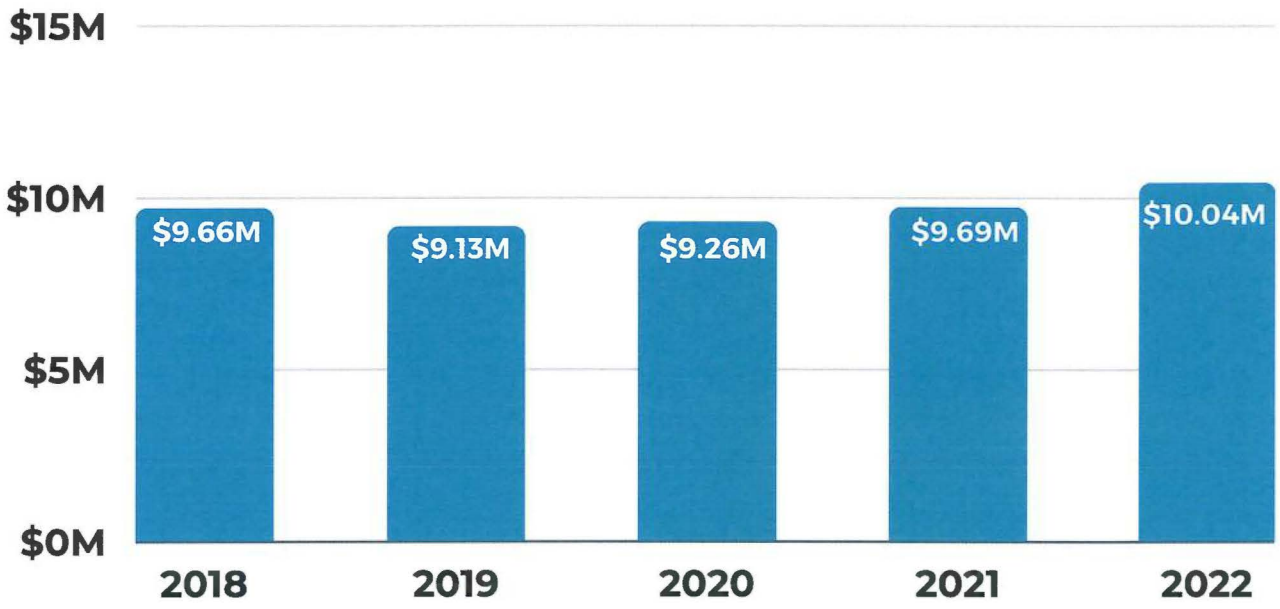


- **Warning Trend:** Expenditure per capita greater than revenue per capita. (Summit: POSITIVE)
- Revenues and expenditures per capita show changes relative to population. For further analysis, revenues and expenditures per capita charted together provide a method to measure both sides of the municipal budget. As population increases it might be expected that revenues and the need for services would increase proportionately and, therefore, the level of per capita revenues would remain constant. If per capita revenues are decreasing, the municipality may not be able to maintain existing service levels unless cost savings or new revenue sources are found. Changes in per capita expenditures that reflect an increase may indicate that the cost of providing municipal services is outpacing the community's ability to pay for those services, especially if spending is greater than can be justified by inflation or the addition of new services.

	2018	2019	2020	2021	2022
• **Operating Revenue per capita**	$2,483	$2,518	$2,513	$2,388	$2,257
• **Exependitures per capita**	$2,198	$2,223	$2,263	$2,127	$2,025

OPERATING POSITION

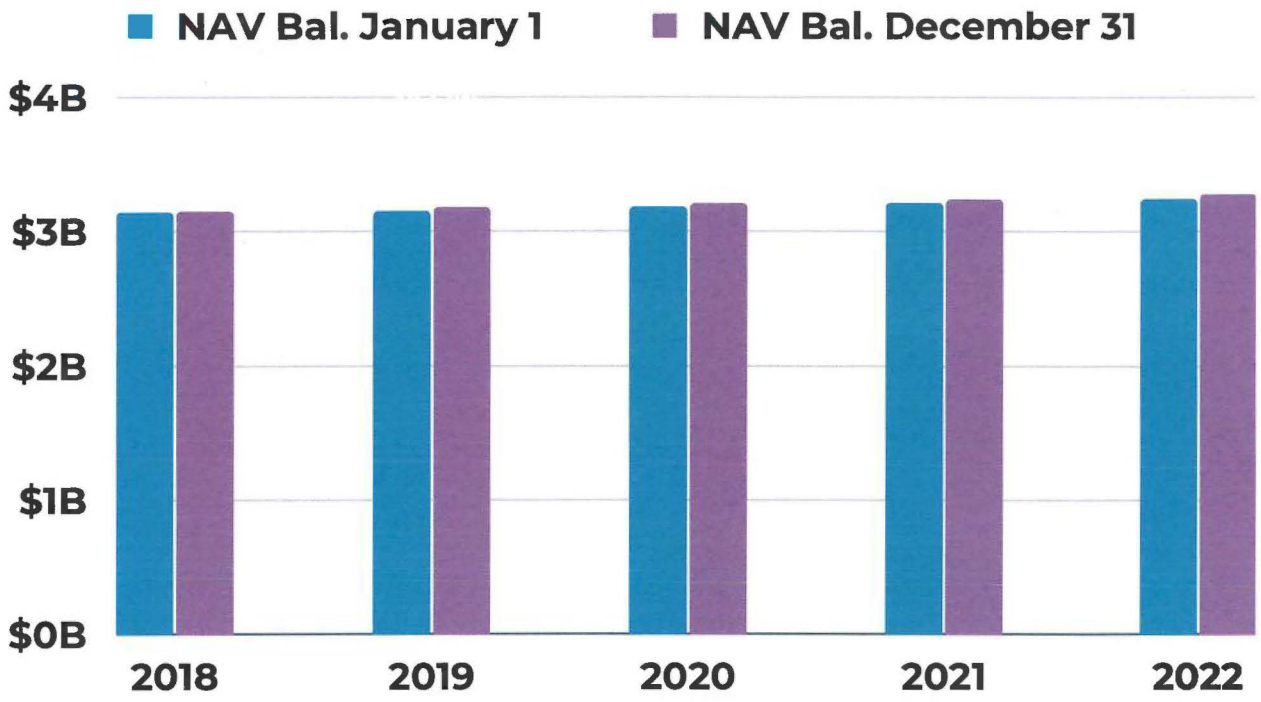
CHANGE IN FUND BALANCE



- **Warning Trend:** Decreasing year-end fund balance amounts. (Summit: POSITIVE)
- The financial health of the city is partly determined by the level of fund balance available to cushion revenue shortfalls caused by economic downturns, emergencies, or uneven cash flows. A declining or insufficient level of fund balance is a warning trend. Except for 2019, the city's end of year fund balance has been trending up. The city increased its use of fund balance as revenue anticipated from $6.9 million in 2020 to $7.9 million in 2022. Thus, it is important that the city monitor this trend and seek to stabilize its current fund balance level by generating new revenue sources and cost saving strategies to increase its future fund balance.

	2018	2019	2020	2021	2022
• **Fund Balance** (January 1)	$9,406,135	$9,660,904	$9,137,697	$9,265,192	$9,698,500
• **Fund Balance** (December 31)	$9,660,904	$9,137,697	$9,265,192	$9,698,500	$10,040,281
• **Change in Fund Balance**	$254,769	($513,332)	$127,495	$433,308	$341,781
• **Percentage Change**	2.71%	(5.31%)	1.40%	4.68%	3.52%

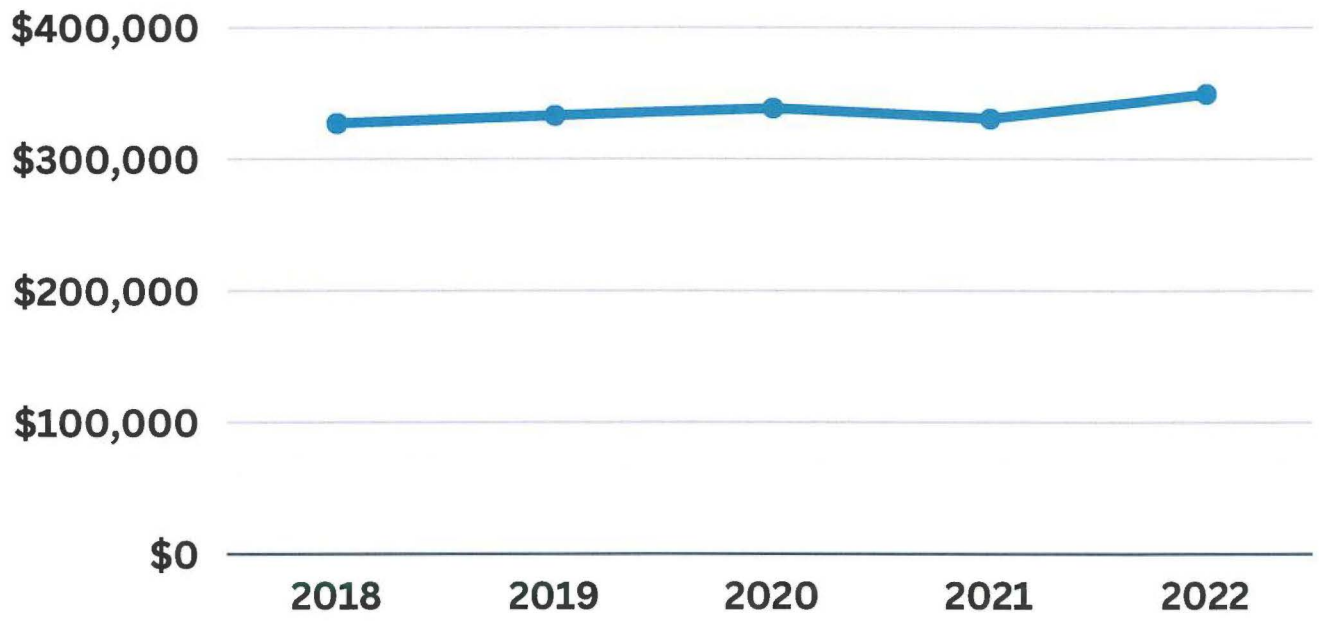
CHANGE IN NET ASSESSED VALUATION



- **Warning Trend:** Decreasing net assessed valuation (NAV). (Summit: POSITIVE)
- The residential portion of the city's total net assessed valuation (NAV) is approximately 82.5%. Since 2017, the city's residential tax base has increased by roughly 5.3%, or approximately $164.2 million. Despite the sizeable industrial valuation decreases (nearly $100 million from 2013 to 2019) on the former Merck property, now the Bristol Myers Squibb property, the city's total NAV has been increasing, on average, by $27.8 million over the last five years. Overall, the five-year NAV net gain is a modest $139.2 million.

	2018	2019	2020	2021	2022
• **NAV Balance** (January 1)	$3,133,257,826	$3,143,119,824	$3,172,957,793	$3,200,766,106	$3,237,730,137
• **NAV Balance** (December 31)	$3,143,119,824	$3,172,957,793	$3,200,766,106	$3,237,730,137	$3,272,503,289
• **Change in NAV**	$9,861,998	$29,837,969	$27,808,313	$36,964,031	$34,773,152
• **Percentage Change**	0.31%	0.95%	0.88%	1.15%	1.07%

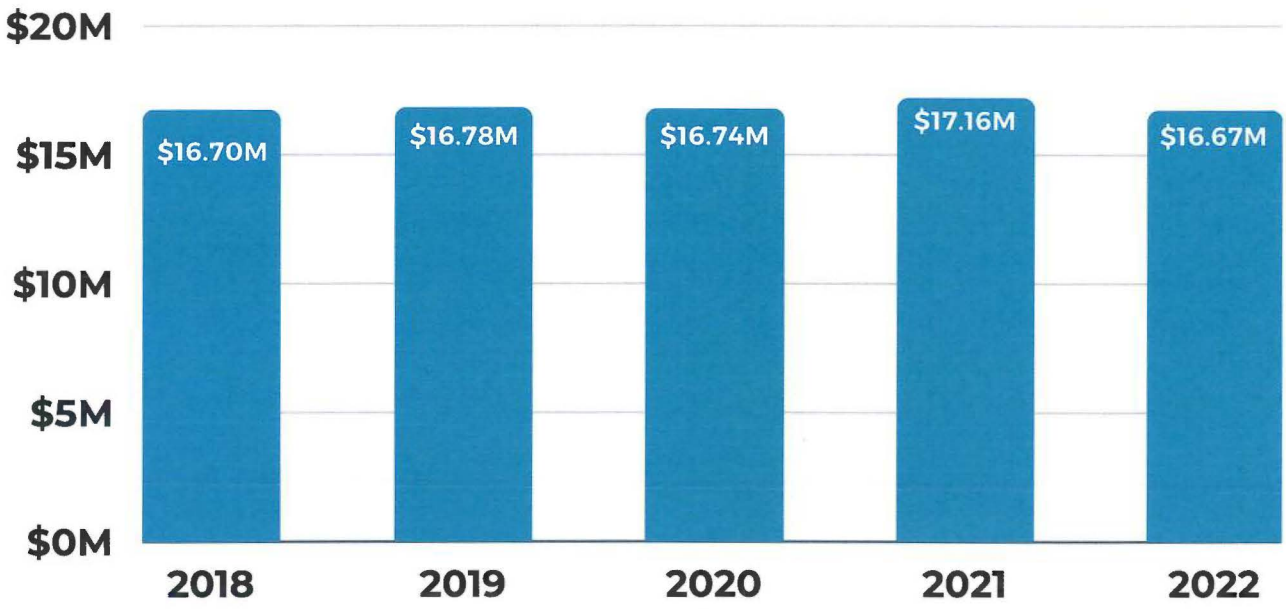
EQUALIZED VALUE PER CAPITA



- This indicator is used for comparison purposes only. (Summit: POSITIVE)
- Property values reflect the overall strength of a community's real estate market. Changes in property value are important because the city depends on property tax revenue to help support core services such as police, fire and public works. Fortunately, Summit's equalized property valuation (the ratio of assessed valuation to market value) is very strong with an equalized ratio of 38.0% in 2022.

	2018	2019	2020	2021	2022
• **Equalized Valuation** (three-year average)	$7,299,193,043	$7,328,570,749	$7,409,990,605	$7,506,338,596	$7,865,120,957
• **Population**	22,323	22,016	21,897	22,719	22,526
• **Equalized Value Per Capita**	$326,981	$332,875	$338,402	$330,399	$349,157

CASH FLOW

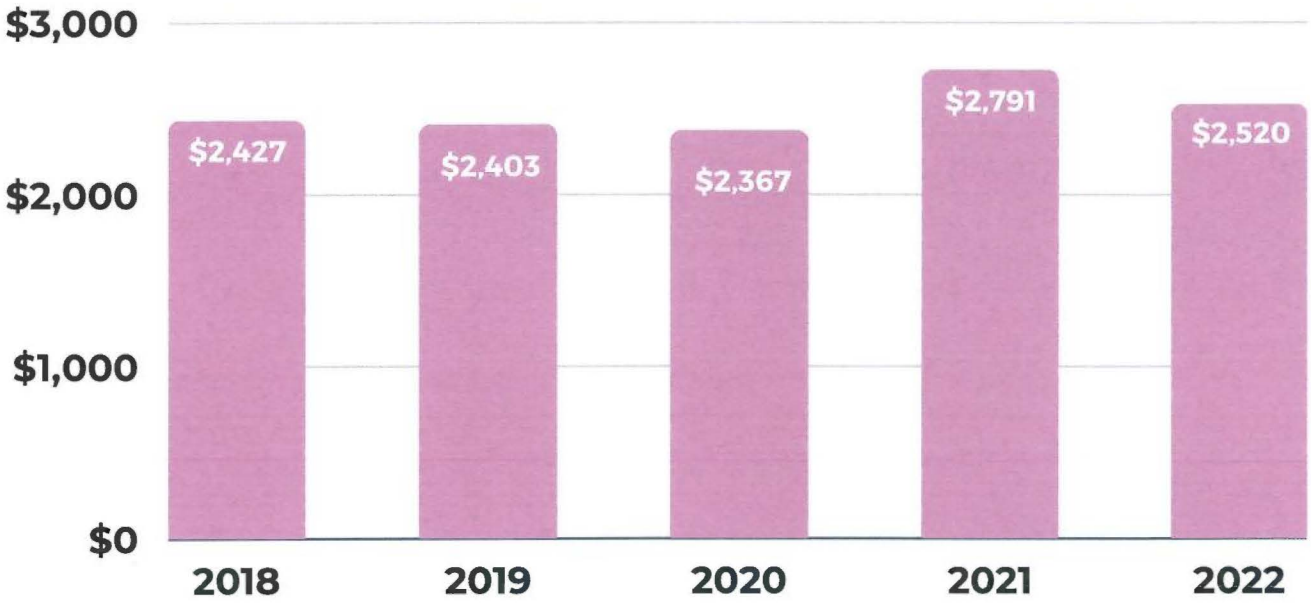


- **Warning Trend:** Decline in cash balance. (Summit: NEGATIVE)
- **Formula:** Cash balance as of December 31.
- One measure of a municipality's short-term financial condition is its cash position. Cash position includes cash, as well as other assets such as short-term investments that can be easily converted to cash. The level of this type of cash position, referred to as liquidity, measures a municipality's ability to pay its short-term obligations. Low or declining liquidity can indicate that the city has overextended itself in the long term.
- Due to major revisions in the 2017 federal tax reform law, the city experienced a vast influx of prepaid tax revenues, resulting in over $24 million in additional cash inflow at the end of 2017. Therefore, cash flow in January 2018 ($38.55 million) was above average compared with previous and subsequent years.

	2018	2019	2020	2021	2022
• **Cash Balance** (January 1)	$38,559,849	$16,706,944	$16,780,007	$16,743,134	$17,160,277
• **Cash Balance** (December 31)	$16,706,944	$16,780,007	$16,743,134	$17,160,277	$16,678,076
• **Change in Fund Balance**	($21,852,905)	$73,063	($36,873)	$417,143	($482,201)
• **Percentage Change**	(56.67%)	0.44%	(0.22%)	2.49%	(2.81%)

DEBT POSITION

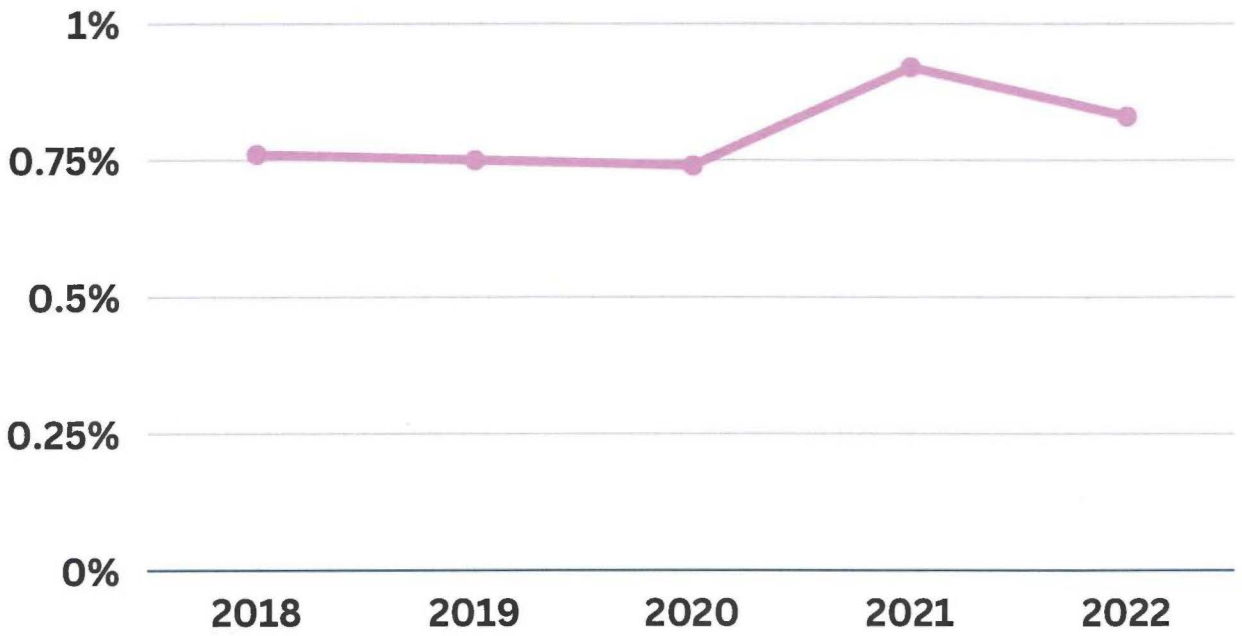
NET DEBT PER CAPITA



- **Warning Trend:** Increasing bonded long-term debt per capita. (Summit: POSITIVE)
- **Formula:** Net Debt (Constant/Population)
- Summit has a 'AAA' bond rating from three major credit rating agencies. Similar to total debt service, rating agencies look at long-term debt per capita. Increased debt per capita presents a threat to the ability of property owners to pay taxes. This may lead to increasing pressure on the municipal property tax burden that, in turn, could negatively impact its credit rating.

	2018	2019	2020	2021	2022
• **Net Debt Total**	$55,217,303	$54,795,251	$54,618,423	$69,017,771	$65,576,761
• **CPI Index**	273.6	278.2	282.9	292.3	310.1
• **CPI** (constant)	0.98	0.97	0.95	0.92	0.87
• **Net Debt** (adjusted for inflation)	$54,183,950	$52,895,489	$51,838,467	$63,402,846	$56,776,526
• **Population**	22,323	22,016	21,897	22,719	22,526
• **Net Debt per capita**	$2,427	$2,403	$2,367	$2,791	$2,520
• **Dollar Change**	($96)	($24)	($35)	$423	($270)
• **Percentage Change**	(3.79%)	(0.98%)	(1.47%)	17.88%	(9.68%)

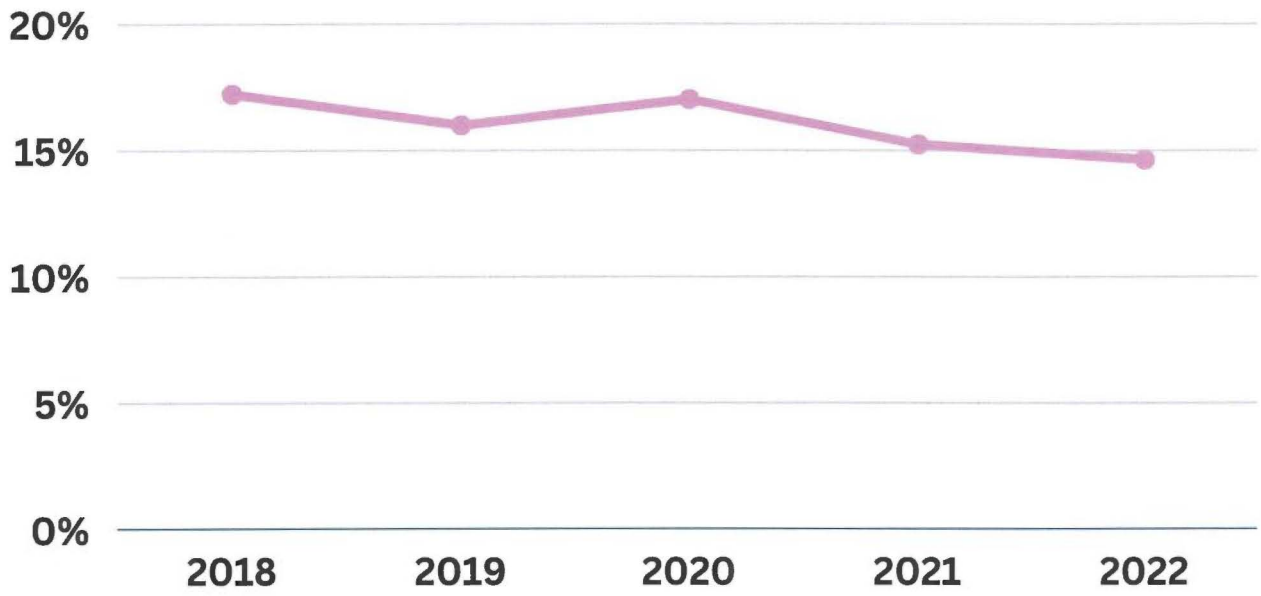
NET DEBT AS A PERCENTAGE OF EQUALIZED VALUATION



- **Warning Trend:** Increasing net debt as a percentage of average equalized valuation. (Summit: POSITIVE)
- **Formula:** Net Debt/Equalized Valuation

	2018	2019	2020	2021	2022
• **Equalized Valuation** (three-year average)	$7,299,193,043	$7,328,570,749	$7,409,990,605	$7,506,338,596	$7,865,120,957
• **Net Debt per Annual Debt Statement**	$55,217,303	$54,795,251	$54,618,423	$69,017,771	$65,576,761
• **Percentage Change**	0.76%	0.75%	0.74%	0.92%	0.83%

DEBT SERVICE EXPENSE AS A PERCENTAGE OF TOTAL OPERATING REVENUE



- **Warning Trend:** Increasing debt service as a percentage of operating revenue. (Summit: POSITIVE)
- **Formula:** Debt Service Expense/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- Increasing debt service decreases expenditure flexibility by adding to the city's fixed cost obligations (including interest on BANs). For Summit, annual debt service expense equals the combined total municipal and school debt payments. When debt service reaches 20% of operating revenue, credit rating agencies will likely raise it as a concern.

	2018	2019	2020	2021	2022
• **Operating Revenue** (realized)	$57,780,055	$57,913,525	$57,635,163	$58,103,426	$58,726,867
• **Debt Service Expense**	$9,953,511	$9,267,127	$9,807,455	$8,855,071	$8,596,334
• **Trend**	17.23%	16.00%	17.02%	15.24%	14.64%

BUDGET SNAPSHOT

BUDGET SNAPSHOT

REVENUES	Anticipated 2023	Anticipated 2022	Realized as of 12/31/2022	% Change 2022
General Revenues				
Fund Balance (Surplus)	$ 8,030,000	$ 7,900,000	$ 7,900,000	*1.6%*
Local Revenues	3,706,445	3,165,698	3,796,696	*17.1%*
State Aid	3,443,969	3,280,088	3,280,088	*5.0%*
Grants	654,558	155,887	464,465	*319.9%*
Enterprise Funds/ Contributions	3,048,234	3,077,703	3,434,410	*-1.0%*
Prior Year Tax Receipts	318,000	360,000	360,000	*-11.7%*
General Revenues Sub-Total	$ 19,201,206	$ 17,939,376	$ 19,235,659	*7.0%*
Tax Levy Revenues				
Municipal Tax Levy	$ 29,562,617	$ 28,527,436	$ 28,527,436	*3.6%*
Local School District Debt Obligation to City	3,460,732	3,462,650	3,462,650	*-0.1%*
Library Tax Levy	2,838,582	2,537,196	2,537,196	*11.9%*
Tax Levy Sub-Total	$ 35,861,931	$ 34,527,282	$ 34,527,282	*3.9%*
Total Revenues	**$ 55,063,137**	**$ 52,466,658**	**$ 53,762,941**	***4.9%***

APPROPRIATIONS	Proposed 2023	Appropriated 2022	Expended as of 12/31/2022	% Change 2022
Municipal Operations				
General Government	$ 1,772,788	$ 1,704,699	$ 1,595,393	*4.0%*
Finance	1,250,790	1,241,342	1,080,542	*0.8%*
Public Safety	11,381,614	11,688,549	11,433,454	*-2.6%*
Community Services	7,894,481	7,856,476	7,009,664	*0.5%*
Community Programs	1,216,511	1,144,766	1,131,656	*6.3%*
Board of Health	499,395	491,411	487,355	*1.6%*
Municipal Court	385,689	367,988	313,472	*4.8%*
Utilities	1,212,000	1,191,000	1,299,447	*1.8%*
Insurance	3,706,452	3,543,167	3,543,167	*4.6%*
Statutory Expenditures	5,397,375	4,893,420	4,881,510	*10.3%*
Municipal Operations Sub-Total	$ 34,717,095	$ 34,122,819	$ 32,775,662	*1.7%*
Other Appropriations				
Maintenance of Free Public Library	$ 2,838,582	$ 2,537,196	$ 2,451,024	*11.9%*
Grants	654,558	155,887	34,372	*319.9%*
Interlocal Agreements	1,216,855	1,156,432	1,156,432	*5.2%*
Capital Improvements	100,000	107,000	107,000	*-6.5%*
Municipal Debt Service	6,593,190	5,611,572	5,530,572	*17.5%*
School Debt Service	3,702,841	3,719,481	3,719,481	*-0.4%*
Deferred Charges & Reserves	240,000	55,000	25,000	*336.4%*
Other Appropriations Sub-Total	$ 15,346,026	$ 13,342,568	$ 13,023,881	*15.0%*
Reserve for Uncollected Taxes	$ 5,000,016	$ 5,001,272	$ 5,001,272	*0.0%*
Total Appropriations	**$ 55,063,137**	**$ 52,466,658**	**$ 50,800,815**	***4.9%***

BUDGET OVERVIEW

GENERAL REVENUES	Anticipated 2023	Anticipated 2022	Realized as of 12/31/2022
Fund Balance			
	$ 8,030,000	$ 7,900,000	$ 7,900,000
Local Revenues			
Alcoholic Beverage Control Licenses	$ 41,000	$ 39,253	$ 41,076
Other Licenses	57,000	57,000	58,118
Municipal Court	425,000	265,000	429,547
Interest & Costs on Taxes	145,000	160,000	147,866
Interest on Investments	287,500	84,749	287,500
Community Services Fees	126,000	140,000	126,762
Drainage & Grading Fees	30,000	30,000	32,700
Briant Park - Emergency Services	11,000	12,000	11,000
Health Fees	171,000	160,000	171,399
Zoning Board Fees	23,000	20,000	25,556
Municipal Golf Course Fees	205,000	200,000	214,516
Family Aquatic Center Fees	635,000	540,000	652,682
Cable TV Franchise Fees (Verizon)	178,438	189,155	189,155
Cable TV Franchise Fees (Comcast)	96,607	101,141	101,141
Sale of Recyclable Materials	13,000	30,000	14,106
Police Off Duty Administration Fees	250,000	142,000	260,588
Hotel/Motel Occupancy Fees	90,000	85,000	108,754
AHS/Overlook Community Support Services	795,400	795,400	795,400
Utility Income Cell Tower	126,500	115,000	128,830
TOTAL LOCAL REVENUES	**$ 3,706,445**	**$ 3,165,698**	**$ 3,796,696**
State Aid			
School Debt Service Aid	$ 242,109	$ 256,831	$ 256,831
Energy Receipts Tax	3,044,155	3,023,257	3,023,257
Reserve - Additional 2022 Energy Receipts Taxes	157,705	0	0
TOTAL STATE AID	**$ 3,443,969**	**$ 3,280,088**	**$ 3,280,088**
Grants Revenues - Offset by Appropriations			
NJ Recycling Tonnage Grant (2019)	$ 0	$ 0	$ 30,045
NJ Recycling Tonnage Grant (2020)	39,237	0	0
NJ Body Armor Replacement Fund	3,078	2,243	2,243
NJ Body Worn Camera Grant (2022)	0	0	48,593
NJ Clean Energy Grant (2022)	0	0	10,000
NJAW Environmental Grant	0	0	1,000
NJ DEP Clean Communities (2021)	0	0	42,889
NJ ROID Grant (2021)	18,000	700	700
NJ ROID Grant (2022)	18,000	0	0
Citizens Bank Philanthropic Grant - FHQ	5,000	0	0
Investors Foundation Grant - FHQ	10,000	0	0
Greening Union County (2021)	0	0	8,000
Union County Public Arts Grant (2022)	0	0	5,000
Union County Kids Recreation Grant (2021)	0	0	52,529
Union County Infrastructure & Municipal Aid	75,000	0	0
NJ DOT Safe Streets Summit Station	0	71,944	71,944
NJ DOT Butler Pkwy Improvement Project	0	75,000	75,000
NJ DOT Park Ave Improvements	296,250	0	0
Summit Foundation Grant	53,514	0	0
Tiny Forest Project Grant	0	0	6,000
NJ Air Quality Regulation Grant - Electric Charge Station Installation	0	6,000	6,000
National Opioids Settlement Grant	136,479	0	54,521
Bristol Myers Squibb (BMS) Fire HQ Project	0	0	50,000
TOTAL GRANTS REVENUES	**$ 654,558**	**$ 155,887**	**$ 464,465**

	Anticipated 2023	Anticipated 2022	Realized as of 12/31/2022
Enterprise Funds/ Contributions			
Summit Housing P.I.L.O.T.	$ 45,000	$ 35,000	$ 46,470
Parking Utility Share of Various Services	60,000	50,000	50,000
Parking Utility Share of Pension Costs	80,000	70,000	70,000
Parking Utility Contribution	85,000	0	0
Sewer Utility Share of Pension Costs	62,000	40,000	44,000
Sewer Utility Share of Various Services	180,000	180,000	195,000
Sewer Utility Contribution	850,000	700,000	700,000
U.C.C. Share of Pension & Health/Dental Costs	236,000	105,000	105,000
General Capital Surplus	975,000	800,000	800,000
Uniform Safety Act	46,000	46,000	46,470
FEMA Reimbursement - Covid 19 Pandemic Costs	29,802	118,000	147,803
Reserve for Municipal Debt Service	0	0	0
Reserve for School Debt Service	0	0	0
Reserve to Pay General Capital Debt (Community Center)	0	50,133	50,133
Reserve for Sale Of Municipal Assets	33,000	33,570	33,570
American Rescue Plan Act	366,432	850,000	1,145,964
TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS	**$ 3,048,234**	**$ 3,077,703**	**$ 3,434,410**
PRIOR YEAR TAX RECEIPTS	**$ 318,000**	**$ 360,000**	**$ 360,000**
General Revenues Subtotal	**$ 19,201,206**	**$ 17,939,376**	**$ 19,235,659**
Amount To Be Raised By Taxes (Municipal Tax Levy)	*$ 29,562,617*	*$ 28,527,436*	*$ 28,527,436*
Local School District Debt Obligation to City (School District Levy)	*3,460,732*	*3,462,650*	*3,462,650*
Amount to Be Raised By Taxes (Library Tax Levy)	*2,838,582*	*2,537,196*	*2,537,196*
TAX LEVY TOTAL	*$ 35,861,931*	*$ 34,527,282*	*$ 34,527,282*
TOTAL GENERAL REVENUES	**$ 55,063,137**	**$ 52,466,658**	**$ 53,762,941**

GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
General Government					
Administrative & Executive					
Salaries & Wages	$ 484,552	$ 437,468	$ 465,468	$ 464,009	$ 1,459
Other Expenses	81,000	80,000	76,000	58,297	17,703
Subtotal	***$ 565,552***	***$ 517,468***	***$ 541,468***	***$ 522,306***	***$ 19,162***
Employee Assistance Program					
Other Expenses	$ 5,600	$ 5,600	$ 5,600	$ 5,600	$ 0
Subtotal	***$ 5,600***	***$ 5,600***	***$ 5,600***	***$ 5,600***	***$ 0***
Postage					
Other Expenses	$ 56,600	$ 57,750	$ 55,750	$ 50,933	$ 4,817
Subtotal	***$ 56,600***	***$ 57,750***	***$ 55,750***	***$ 50,933***	***$ 4,817***
Physical Examinations - Municipal Employees					
Other Expenses	$ 24,000	$ 24,000	$ 24,000	$ 18,204	$ 5,796
Subtotal	***$ 24,000***	***$ 24,000***	***$ 24,000***	***$ 18,204***	***$ 5,796***
Technology - Other Expenses					
Other Expenses	$ 264,796	$ 255,000	$ 255,000	$ 243,740	$ 11,260
Subtotal	***$ 264,796***	***$ 255,000***	***$ 255,000***	***$ 243,740***	***$ 11,260***
HomeTowne TV Service Agreement					
Other Expenses	$ 68,761	$ 83,000	$ 83,000	$ 83,000	$ 0
Subtotal	***$ 68,761***	***$ 83,000***	***$ 83,000***	***$ 83,000***	***$ 0***
Employee Appreciation Events					
Other Expenses	$ 3,000	$ 3,000	$ 3,000	$ 0	$ 3,000
Subtotal	***$ 3,000***	***$ 3,000***	***$ 3,000***	***$ 0***	***$ 3,000***
Clerk's Office					
Salaries & Wages	$ 320,801	$ 307,916	$ 272,916	$ 266,150	$ 6,766
Other Expenses	150,750	141,550	141,550	98,510	43,040
Codification of Ordinances	14,000	12,000	12,000	2,195	9,805
Subtotal	***$ 485,551***	***$ 461,466***	***$ 426,466***	***$ 366,855***	***$ 59,611***
Legal Services					
Municipal Prosecutor - Salaries & Wages	$ 39,791	$ 38,915	$ 38,915	$ 37,418	$ 1,497
Other Expenses - Legal Professional Contracts	250,000	250,000	250,000	250,000	0
Public Defender	9,137	8,500	8,815	8,815	0
Subtotal	***$ 298,928***	***$ 297,415***	***$ 297,730***	***$ 296,233***	***$ 1,497***
GENERAL GOVERNMENT TOTAL	**$ 1,772,788**	**$ 1,704,699**	**$ 1,692,014**	**$ 1,586,870**	**$ 105,144**

	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Department of Finance					
Financial Administration					
Salaries & Wages	$ 503,462	$ 476,482	$ 480,782	$ 480,764	$ 18
Other Expenses	80,851	80,050	80,050	52,716	27,334
Subtotal	***$ 584,313***	***$ 556,532***	***$ 560,832***	***$ 533,480***	***$ 27,352***
Municipal Purchasing					
Other Expenses	$ 9,800	$ 11,800	$ 11,800	$ 8,523	$ 3,277
Subtotal	***$ 9,800***	***$ 11,800***	***$ 11,800***	***$ 8,523***	***$ 3,277***
Audit Services					
Other Expenses	$ 49,150	$ 48,600	$ 48,600	$ 41,450	$ 7,150
Subtotal	***$ 49,150***	***$ 48,600***	***$ 48,600***	***$ 41,450***	***$ 7,150***
Contingent					
Other Expenses	$ 1,500	$ 1,500	$ 1,500	$ 0	$ 1,500
Subtotal	***$ 1,500***	***$ 1,500***	***$ 1,500***	***$ 0***	***$ 1,500***
Tax Collection					
Salaries & Wages	$ 173,369	$ 170,891	$ 170,891	$ 170,891	$ 0
Other Expenses	19,866	19,355	19,355	15,993	3,362
Subtotal	***$ 193,235***	***$ 190,246***	***$ 190,246***	***$ 186,884***	***$ 3,362***
Tax Assessment					
Salaries & Wages	$ 207,542	$ 202,614	$ 201,114	$ 201,113	$ 1
Other Expenses	205,250	230,050	230,050	117,616	112,434
Subtotal	***$ 412,792***	***$ 432,664***	***$ 431,164***	***$ 318,729***	***$ 112,435***
FINANCE DEPARTMENT TOTAL	**$ 1,250,790**	**$ 1,241,342**	**$ 1,244,142**	**$ 1,089,065**	**$ 151,800**
Public Safety					
Police					
Salaries & Wages	$ 5,771,357	$ 6,077,447	$ 6,054,447	$ 5,958,852	$ 95,595
Other Expenses	449,300	449,300	449,300	400,733	48,567
Crossing Guards - Salaries & Wages	275,000	300,000	300,000	263,469	36,531
Crossing Guards - Other Expenses	4,000	4,000	4,000	2,103	1,897
Police Vehicles	0	0	0	0	0
Subtotal	***$ 6,499,657***	***$ 6,830,747***	***$ 6,807,747***	***$ 6,625,157***	***$ 182,590***
Fire					
Salaries & Wages	$ 4,090,949	$ 4,092,357	$ 4,105,902	$ 4,070,700	$ 35,202
Other Expenses	390,700	390,700	390,700	364,199	26,501
Uniform Fire Safety Act - Salaries & Wages	36,545	36,545	0	0	0
Fire Hydrant Service	325,000	300,000	340,000	337,710	2,290
Subtotal	***$ 4,843,194***	***$ 4,819,602***	***$ 4,836,602***	***$ 4,772,608***	***$ 63,994***
Emergency Management					
Salaries & Wages	$ 25,563	$ 25,000	$ 25,000	$ 25,000	$ 0
Other Expenses	13,200	13,200	13,200	10,689	2,511
Subtotal	***$ 38,763***	***$ 38,200***	***$ 38,200***	***$ 35,689***	***$ 2,511***
PUBLIC SAFETY TOTAL	**$ 11,381,614**	**$ 11,688,549**	**$ 11,682,549**	**$ 11,433,454**	**$ 249,095**

	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Department of Community Services					
Community Services Administration					
Salaries & Wages	$ 550,375	$ 530,288	$ 537,788	$ 537,740	$ 48
Other Expenses	89,800	83,300	83,300	73,062	10,238
Downtown Maintenance	8,500	8,500	8,500	8,500	0
Subtotal	***$ 648,675***	***$ 622,088***	***$ 629,588***	***$ 619,302***	***$ 10,286***
Engineering					
Salaries & Wages	$ 294,431	$ 387,073	$ 245,073	$ 219,791	$ 25,282
Other Expenses	27,000	27,500	27,500	18,050	9,450
Subtotal	***$ 321,431***	***$ 414,573***	***$ 272,573***	***$ 237,841***	***$ 34,732***
Roads Unit					
Salaries & Wages	$ 839,051	$ 902,129	$ 877,129	$ 766,564	$ 110,565
Other Expenses	137,000	149,000	159,000	150,146	8,854
Subtotal	***$ 976,051***	***$ 1,051,129***	***$ 1,036,129***	***$ 916,710***	***$ 119,419***
Public Works Maintenance Unit					
Salaries & Wages	$ 218,778	$ 210,193	$ 210,193	$ 184,040	$ 26,153
Other Expenses	68,850	65,850	68,950	65,547	3,403
Subtotal	***$ 287,628***	***$ 276,043***	***$ 279,143***	***$ 249,587***	***$ 29,556***
Sanitation Unit					
Salaries & Wages	$ 718,094	$ 708,903	$ 708,903	$ 665,351	$ 43,552
Other Expenses	4,000	4,000	4,000	2,656	1,344
Subtotal	***$ 722,094***	***$ 712,903***	***$ 712,903***	***$ 668,007***	***$ 44,896***
Recycling Unit					
Salaries & Wages	$ 90,792	$ 88,827	$ 88,827	$ 88,827	0
Other Expenses	843,550	700,750	700,750	635,129	65,621
Subtotal	***$ 934,342***	***$ 789,577***	***$ 789,577***	***$ 723,956***	***$ 65,621***
Transfer Station					
Salaries & Wages	$ 274,596	$ 269,367	$ 269,367	$ 247,429	$ 21,938
Other Expenses	50,750	86,750	86,750	32,164	54,586
Disposal Charges	990,000	970,000	970,000	826,007	143,993
Subtotal	***$ 1,315,346***	***$ 1,326,117***	***$ 1,326,117***	***$ 1,105,600***	***$ 220,517***
Compost Area					
Salaries & Wages	$ 186,572	$ 179,884	$ 196,884	$ 189,988	$ 6,896
Other Expenses	4,200	4,200	4,200	2,502	1,698
Subtotal	***$ 190,772***	***$ 184,084***	***$ 201,084***	***$ 192,490***	***$ 8,594***

	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Buildings & Grounds Unit					
Salaries & Wages	$ 316,243	$ 303,143	$ 310,643	$ 306,867	$ 3,776
Other Expenses	161,750	164,750	164,750	144,389	20,361
Subtotal	***$ 477,993***	***$ 467,893***	***$ 475,393***	***$ 451,257***	***$ 24,136***
Fleet Maintenance Unit					
Salaries & Wages	$ 274,453	$ 272,408	$ 272,408	$ 264,121	$ 8,287
Other Expenses	296,200	288,700	288,700	287,172	1,528
Subtotal	***$ 570,653***	***$ 561,108***	***$ 561,108***	***$ 551,292***	***$ 9,816***
Shade Trees Unit					
Salaries & Wages	$ 747,656	$ 733,110	$ 733,110	$ 702,518	$ 30,592
Other Expenses	245,500	232,500	232,500	219,510	12,990
Subtotal	***$ 993,156***	***$ 965,610***	***$ 965,610***	***$ 922,027***	***$ 43,583***
Land Use					
Salaries & Wages	$ 16,500	$ 16,500	$ 16,500	$ 10,855	$ 5,645
Other Expenses	182,200	182,200	182,200	177,057	5,143
Subtotal	***$ 198,700***	***$ 198,700***	***$ 198,700***	***$ 187,912***	***$ 10,788***
Board of Adjustment					
Salaries & Wages	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 0
Other Expenses	31,300	26,300	26,300	26,300	0
Subtotal	***$ 36,300***	***$ 31,300***	***$ 31,300***	***$ 31,300***	***$ 0***
Code Enforcement					
Salaries & Wages	$ 217,340	$ 251,351	$ 187,250	$ 151,054	$ 36,196
Other Expenses	4,000	4,000	4,000	1,330	2,670
Subtotal	***$ 221,340***	***$ 255,351***	***$ 191,250***	***$ 152,384***	***$ 38,866***
DEPARTMENT OF COMMUNITY SERVICES TOTAL	**$ 7,894,481**	**$ 7,856,476**	**$ 7,670,475**	**$ 7,009,664**	**$ 660,811**
Department of Community Programs					
Community Programs					
Salaries & Wages	$ 600,969	$ 565,189	$ 565,189	$ 555,817	$ 9,372
Other Expenses	67,200	64,200	58,447	56,206	2,241
Subtotal	***$ 668,169***	***$ 629,389***	***$ 623,636***	***$ 612,023***	***$ 11,613***
Golf Course					
Salaries & Wages	$ 141,292	$ 139,327	$ 139,327	$ 138,004	$ 1,323
Other Expenses	77,000	72,000	66,700	59,004	7,696
Subtotal	***$ 218,292***	***$ 211,327***	***$ 206,027***	***$ 197,008***	***$ 9,019***
Family Aquatic Center					
Salaries & Wages	$ 181,000	$ 161,000	$ 180,753	$ 180,753	$ 0
Other Expenses	149,050	143,050	143,050	141,872	1,178
Subtotal	***$ 330,050***	***$ 304,050***	***$ 323,803***	***$ 322,625***	***$ 1,178***
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	**$ 1,216,511**	**$ 1,144,766**	**$ 1,153,466**	**$ 1,131,656**	**$ 21,810**

	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Board of Health					
Salaries & Wages	$ 168,297	$ 159,732	$ 161,732	$ 161,138	$ 0
Other Expenses	244,666	247,489	245,989	242,028	3,961
Dog Regulation	40,000	40,000	40,000	40,000	0
Social Services - S.A.G.E.	38,542	36,300	37,800	36,300	1,500
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	7,890	0
Subtotal	***$ 499,395***	***$ 491,411***	***$ 493,411***	***$ 487,355***	***$ 6,056***
Municipal Court					
Salaries & Wages	$ 43,509	$ 42,552	$ 42,553	$ 42,552	$ 1
Other Expenses	342,180	325,436	325,121	270,920	54,201
Subtotal	***$ 385,689***	***$ 367,988***	***$ 367,674***	***$ 313,472***	***$ 54,202***
Utilities					
Electricity	$ 345,000	$ 378,000	$ 358,000	$ 339,645	$ 18,355
Street Lighting	165,000	162,000	163,500	162,868	632
Telephone	152,000	207,000	259,000	254,409	4,591
Water	98,000	80,000	150,000	101,657	48,343
Fuel	452,000	364,000	482,000	440,868	41,132
Subtotal	***$ 1,212,000***	***$ 1,191,000***	***$ 1,412,500***	***$ 1,299,447***	***$ 113,053***
Insurance					
General Liability	$ 579,920	$ 584,390	$ 584,390	$ 584,390	$ 0
Workers Compensation	583,532	562,777	562,777	562,777	0
Employee Group Health	2,493,000	2,346,000	2,346,000	2,346,000	0
Unemployment Insurance	25,000	25,000	25,000	25,000	0
Other Insurance	25,000	25,000	25,000	25,000	0
Subtotal	***$ 3,706,452***	***$ 3,543,167***	***$ 3,543,167***	***$ 3,543,167***	***$ 0***
Summary Details:					
Salaries & Wages	***$ 17,823,016***	***$ 18,100,111***	***$ 17,872,879***	***$ 17,365,587***	***$ 506,698***
Other Expenses	***$ 11,496,703***	***$ 11,129,287***	***$ 11,386,519***	***$ 10,528,565***	***$ 857,954***
Total Operations within "CAPS"	***$ 29,319,719***	***$ 29,229,398***	***$ 29,259,398***	***$ 27,894,151***	***$ 1,364,652***

Statutory Expenditures within "CAPS"	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Pensions/ Social Security					
Public Employees Retirement System (PERS)	$ 1,278,678	$ 1,172,242	$ 1,172,242	$ 1,172,242	$ 0
Police Fire Retirement System (PFRS)	3,380,670	2,995,897	2,995,897	2,995,897	0
Defined Contribution Retirement System (DCRP)	21,000	19,500	19,500	12,267	7,233
Social Security	717,027	705,781	705,781	701,104	4,677
Subtotal	***$ 5,397,375***	***$ 4,893,420***	***$ 4,893,420***	***$ 4,881,510***	***$ 11,910***
Total General Appropriations within "CAPS"	**$ 34,717,095**	**$ 34,122,819**	**$ 34,152,818**	**$ 32,775,662**	**$ 1,376,562**
GENERAL APPROPRIATIONS					
OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"					
Maintenance of Free Public Library					
Salaries & Wages	$ 1,646,706	$ 1,593,715	$ 1,593,715	$ 1,516,328	$ 77,387
Other Expenses	1,191,876	943,481	943,481	934,696	8,785
Subtotal	***$ 2,838,582***	***$ 2,537,196***	***$ 2,537,195***	***$ 2,451,024***	***$ 86,172***
Grants Appropriations - Offset by Revenues					
NJ Recycling Tonnage Grant (2019)	$ 0	$ 0	$ 30,045	$ 0	$ 30,045
NJ Recycling Tonnage Grant (2020)	39,237	0	0	0	0
NJ Body Armor Replacement Fund	3,078	2,243	2,243	0	2,243
NJ Body Worn Camera Grant (2022)	0	0	48,593	0	0
NJ Clean Energy Grant (2022)	0	0	10,000	0	0
NJAW Environmental Grant	0	0	1,000	4,173	(3,173)
NJ DEP Clean Communities (2021)	0	0	42,889	30,199	12,690
NJ ROID Grant (2021)	18,000	700	700	0	700
NJ ROID Grant (2022)	18,000	0	0	0	0
Citizens Bank Philanthropic Grant - FHQ	5,000	0	0	0	0
Investors Foundation Grant - FHQ	10,000	0	0	0	0
Greening Union County (2021)	0	0	8,000	0	8,000
Union County Public Arts Grant (2022)	0	0	5,000	0	5,000
Union County Kids Recreation Grant (2021)	0	0	52,529	0	0
Union County Infrastructure & Municipal Aid	75,000	0	0	0	0
NJ DOT Safe Streets Summit Station	0	71,944	71,944	0	71,944
NJ DOT Butler Pkwy Improvement Project	0	75,000	75,000	0	75,000
NJ DOT Park Ave Improvements	296,250	0	0	0	0
Summit Foundation Grant	53,514	0	0	0	0
Tiny Forest Project Grant	0	0	6,000	0	6,000
NJ Air Quality Regulation Grant - Electric Charge Station Installation	0	6,000	6,000	0	6,000
National Opioids Settlement Grant	136,479	0	54,521	0	54,521
Bristol Myers Squibb (BMS) Fire HQ Project	0	0	50,000	0	50,000
Subtotal	***$ 654,558***	***$ 155,887***	***$ 464,464***	***$ 34,372***	***$ 318,970***
Interlocal Agreements					
Joint Meeting - NPSM Emergency Dispatch Center	$ 1,216,855	$ 1,156,432	$ 1,156,432	$ 1,156,432	$ 0
Subtotal	***$ 1,216,855***	***$ 1,156,432***	***$ 1,156,432***	***$ 1,156,432***	***$ 0***
Capital Improvements					
Capital Improvement Fund	$ 100,000	$ 107,000	$ 107,000	$ 107,000	$ 0
Subtotal	***$ 100,000***	***$ 107,000***	***$ 107,000***	***$ 107,000***	***$ 0***

	Proposed 2023	Adopted Budget 2022	Final w/ Transfers 2022 as of 12/31/2022	Paid or Charged as of 12/31/2022	Appropriation Reserves
Municipal Debt Service					
Bond Principal	$ 4,470,000	$ 3,830,000	$ 3,830,000	$ 3,830,000	$ 0
Bond Anticipation Notes Principal	19,000	175,000	175,000	94,000	81,000
Interest on Bonds	2,045,150	1,046,852	1,046,852	1,046,852	0
Interest on Bond Anticipation Notes	59,040	559,720	559,720	559,720	0
Subtotal	*$ 6,593,190*	*$ 5,611,572*	*$ 5,611,572*	*$ 5,530,572*	*$ 81,000*
School Debt Service					
Bond Principal	$ 3,260,000	$ 3,255,000	$ 3,255,000	$ 3,255,000	$ 0
Bond Anticipation Notes Principal	0	0	0	0	0
Interest on Bonds	376,851	464,481	464,481	464,481	0
Interest on Bond Anticipation Notes	65,990	0	0	0	0
Subtotal	*$ 3,702,841*	*$ 3,719,481*	*$ 3,719,481*	*$ 3,719,481*	*$ 0*
Deferred Charges & Reserves					
Deficit in Dedicated Assessment Budget	$ 0	$ 0	$ 0	$ 0	$ 0
Deferred Charges (Capital Expenses Unfunded)	25,000	25,000	25,000	25,000	0
Reserve for Tax Appeals	75,000	0	0	0	0
Reserve for Salary Adjustments	140,000	30,000	0	0	0
Reserve for Municipal Debt Service	0	0	0	0	0
Subtotal	*$ 240,000*	*$ 55,000*	*$ 25,000*	*$ 25,000*	*$ 0*
Total General Appropriations excluded from "CAPS" Subtotal	*$ 15,346,026*	*$ 13,342,568*	*$ 13,621,144*	*$ 13,023,881*	*$ 597,263*
Reserve for Uncollected Taxes	*$ 5,000,016*	*$ 5,001,272*	*$ 5,001,272*	*$ 5,001,272*	*$ 0*
TOTAL GENERAL APPROPRIATIONS	$ 55,063,137	$ 52,466,658	$ 52,775,235	$ 50,800,815	$ 1,974,420

TAX LEVIES

&

RATES

Tax Levies and Rates	2023 Amounts	2023 Estimated Tax Rates	Estimated % of Total Tax Rate	2022-2023 % Tax Rate Change	2022 Amounts	2022 Tax Rates	2022 % of Total Tax Rate
Local School Tax Levy	$ 70,449,531	$ 2.153	49.7%	0.8%	$ 69,137,266	$ 2.136	49.9%
Local School Debt Obligation to City	3,460,732	0.106	2.4%	-1.2%	3,462,650	0.107	2.5%
County Tax Levy	34,231,531	1.046	24.2%	0.1%	33,842,344	1.045	24.4%
County Open Space Levy	1,170,141	0.036	0.8%	2.2%	1,158,441	0.035	0.8%
Library Tax Levy	2,838,582	0.087	2.0%	9.8%	2,537,196	0.079	1.8%
Municipal Appropriations (excludes R.U.T.)	43,763,807				41,362,080		
TOTAL APPROPRIATIONS	$ 155,914,324				$ 151,499,977		
Less: Anticipated General Revenues	19,201,206				17,835,916		
CASH REQUIRED TO SUPPORT BUDGET	$ 136,713,118				$ 136,055,492		
/ Anticipated Tax Collection Rate	0.9647				0.9645		
TOTAL AMOUNT TO BE RAISED BY TAXES	$ 141,713,134				$ 141,056,764		
Less: Total School, County & Library Tax Levies	112,150,517				112,529,328		
MUNICIPAL PURPOSE TAX LEVY	*$ 29,562,617*				$ 28,527,436		
MUNICIPAL TAX RATE		*$ 0.903*	*20.9%*	*2.5%*		*$ 0.881*	*20.6%*
Total Tax Rate (per $100 assessment)		$ 4.331	100.0%	1.1%		$ 4.283	100.00%
Municipal Net Assessed Valuation (Total Land & Improvements)	$ 3,272,503,289				$ 3,237,730,137		

	Adopted 2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Avg. % Change
TAX LEVY PROJECTIONS								
Appropriations								
Municipal Operations	$ 34,122,819	$ 34,717,095	$ 35,411,437	$ 36,119,666	$ 36,842,059	$ 37,578,900	$ 38,080,478	*2.00%*
Other Appropriations	13,342,568	15,346,026	15,652,947	15,966,005	16,285,326	16,611,032	16,693,253	*2.00%*
Less: Library Appropriations	(2,537,196)	(2,838,582)	(2,895,354)	(2,953,261)	(3,012,326)	(3,072,572)	(3,134,024)	*2.00%*
Less: School District Debt Obligations	(3,462,650)	(3,460,732)	(3,074,082)	(3,044,549)	(3,019,918)	(843,091)	(852,991)	*0.00%*
Municipal Appropriations	$ 41,465,541	$ 43,763,807	$ 45,094,948	$ 46,087,861	$ 47,095,141	$ 50,274,269	$ 50,786,716	*1.50%*
Tax Levy Totals	$ 110,137,897	$ 112,150,517	$ 110,867,175	$ 113,088,184	$ 115,353,688	$ 117,664,576	$ 120,621,758	*0.00%*
TOTAL APPROPRIATIONS	$ 151,603,438	$ 155,914,324	$ 155,962,123	$ 159,176,046	$ 162,448,828	$ 167,938,845	$ 171,408,474	*0.75%*
Non-Tax General Revenues	$ (17,939,376)	$ (19,201,206)	$ (19,210,807)	$ (19,220,412)	$ (19,230,022)	$ (19,239,637)	$ (19,249,257)	*0.05%*
Cash Needed to Support Budget	$ *133,664,062*	$ *136,713,118*	$ *136,751,316*	$ *139,955,634*	$ *143,218,806*	$ *148,699,207*	$ *152,159,217*	*0.40%*
Reserve for Uncollected Taxes	$ 5,001,272	$ 5,000,016	$ 5,100,017	$ 5,202,017	$ 5,306,057	$ 5,412,178	$ 5,520,422	*2.00%*
Total Tax Levy	$ **138,665,334**	$ **141,713,135**	$ **141,851,333**	$ **145,157,651**	$ **148,524,863**	$ **154,111,386**	$ **157,679,639**	*2.20%*
TAX LEVY BREAKDOWN								
Municipal Tax Levy	$ 28,527,436	$ 29,562,617	$ 30,155,318	$ 30,759,902	$ 31,376,607	$ 32,005,677	$ 33,147,359	*2.00%*
Local School District Tax Levy	69,137,266	70,449,531	71,861,974	73,302,734	74,772,381	76,271,492	78,100,659	*2.00%*
Local School District Debt Obligation	3,462,650	3,460,732	3,530,116	3,600,892	3,673,086	3,746,727	4,121,846	*2.00%*
County Tax Levy	33,842,344	34,231,531	34,916,162	35,614,485	36,326,775	37,053,310	37,994,376	*2.00%*
County Open Space Tax Levy	1,158,441	1,170,141	1,193,544	1,217,415	1,241,763	1,266,599	1,391,930	*2.00%*
Library Tax Levy	2,537,196	2,838,582	2,895,496	2,953,550	3,012,769	3,073,175	3,134,792	*2.00%*
Total Tax Levy	$ **138,665,333**	$ **141,713,134**	$ **144,552,609**	$ **147,448,978**	$ **150,403,381**	$ **153,416,980**	$ **157,890,963**	*2.00%*
TAX RATE BREAKDOWN								
Municipal Tax Rate	$ 0.881	$ 0.903	$ 0.921	$ 0.940	$ 0.959	$ 0.978	$ 0.998	*2.00%*
Local School District Tax Rate	2.136	2.153	2.196	2.240	2.285	2.331	2.377	*2.00%*
Local School District Debt Obligation	0.107	0.106	0.108	0.110	0.112	0.114	0.117	*2.00%*
County Tax Rate	1.045	1.046	1.067	1.088	1.110	1.132	1.155	*2.00%*
County Open Space Tax Rate	0.035	0.036	0.036	0.037	0.038	0.039	0.039	*2.00%*
Library Tax Rate	0.079	0.087	0.088	0.090	0.092	0.094	0.096	*2.00%*
Total Tax Rate	$ **4.283**	$ **4.331**	$ **4.417**	$ **4.506**	$ **4.596**	$ **4.688**	$ **4.782**	*2.00%*
NET VALUATION TAXABLE	$ *3,237,730,137*	$ *3,272,503,289*	$ *3,272,503,289*	$ *3,272,503,289*	$ *3,272,503,289*	$ *3,272,503,289*	$ *3,272,503,289*	*0.00%*
MUNICIPAL TAX POINT INCREASE	$ 0.000	$ 0.022	$ 0.018	$ 0.018	$ 0.019	$ 0.019	$ 0.020	
MUNICIPAL TAX % INCREASE	0.00%	2.54%	2.00%	2.00%	2.00%	2.00%	2.00%	

RESERVE FOR UNCOLLECTED TAXES (R.U.T.)

2023
Reserve for Uncollected Taxes

Local School Taxes (estimated)	$	70,449,531
Local School Debt Obligation to City		3,460,732
County Taxes (estimated)		34,231,531
County Open Space Levy (estimated)		1,170,141
Library Taxes		2,838,582
Municipal Appropriations (excludes R.U.T.)		43,763,807
TOTAL APPROPRIATIONS	$	155,914,324
Less: Anticipated General Revenues		19,201,206
CASH REQUIRED TO SUPPORT BUDGET	$	136,713,118
Anticipated Tax Collection Rate		0.96471734
TOTAL AMOUNT TO BE RAISED BY TAXES	$	141,713,134
Less: Cash Required to Support Budget		136,713,118
RESERVE FOR UNCOLLECTED TAXES (R.U.T.)	$	5,000,016

REVENUES
&
APPROPRIATIONS

GENERAL REVENUES	Realized 2019	Realized 2020	Realized 2021	Realized 2022	Anticipated 2023	Annual % Change From 2022
Fund Balance						
	$ 6,900,000	$ 6,900,000	$ 7,600,000	$ 7,900,000	$ 8,030,000	1.6%
Local Revenues						
Alcoholic Beverage Control Licenses	$ 39,978	$ 40,356	$ 40,158	$ 41,076	$ 41,000	-0.2%
Other Licenses	93,278	60,758	57,771	58,118	57,000	-1.9%
Municipal Court	491,878	239,440	188,362	429,547	425,000	-1.1%
Interest & Costs on Taxes	207,699	176,597	163,558	147,866	145,000	-1.9%
Interest on Investments	522,075	107,654	31,726	287,500	287,500	0.0%
Old Town Hall Rent	42,167	6,984	0	0	0	0.0%
Community Services Fees	117,511	134,890	147,407	126,762	126,000	-0.6%
Drainage & Grading Fees	23,800	29,355	35,950	32,700	30,000	-8.3%
Briant Park - Emergency Services	12,000	12,000	12,000	11,000	11,000	0.0%
Health Fees	180,220	130,175	162,380	171,399	171,000	-0.2%
Zoning Board Fees	37,227	14,354	20,114	25,556	23,000	-10.0%
Municipal Golf Course Fees	161,268	199,373	215,226	214,516	205,000	-4.4%
Family Aquatic Center Fees	521,449	282,398	562,252	652,682	635,000	-2.7%
Cable TV Franchise Fees (Verizon)	214,177	209,617	199,837	189,155	178,438	-5.7%
Cable TV Franchise Fees (Comcast)	115,768	112,748	105,418	101,141	96,607	-4.5%
Sale of Recyclable Materials	48,386	23,144	35,640	14,106	13,000	-7.8%
Police Off Duty Administration Fees	103,320	148,201	142,744	260,588	250,000	-4.1%
Hotel/Motel Occupancy Fees	120,991	58,597	81,114	108,754	90,000	-17.2%
AHS/Overlook Community Support Services	795,400	795,400	795,400	795,400	795,400	0.0%
Utility Income Cell Tower	74,625	162,681	115,722	128,830	126,500	-1.8%
TOTAL LOCAL REVENUES	$ 3,923,217	$ 2,944,722	$ 3,112,778	$ 3,796,696	$ 3,706,445	-2.4%
State Aid						
School Debt Service Aid	$ 409,875	$ 464,929	$ 205,480	$ 256,831	$ 242,109	-5.7%
Energy Receipts Tax	3,023,257	3,023,257	3,023,257	3,023,257	3,044,155	0.7%
Reserve - Additional 2022 Energy Receipts Taxes					157,705	100.0%
TOTAL STATE AID	$ 3,433,132	$ 3,488,186	$ 3,228,737	$ 3,280,088	$ 3,443,969	5.0%
Grants						
Grants	$ 537,629	$ 1,179,530	$ 984,880	$ 464,465	$ 654,558	40.9%
TOTAL GRANT REVENUES	$ 537,629	$ 1,179,530	$ 984,880	$ 464,465	$ 654,558	40.9%

	Realized 2019	Realized 2020	Realized 2021	Realized 2022	Anticipated 2023	Annual % Change From 2022
Enterprise Funds/ Contributions						
Summit Housing P.I.L.O.T.	$ 42,938	$ 32,623	$ 35,501	$ 46,470	$ 45,000	-3.2%
Parking Utility Share of Debt Service	0	0	0	0	0	0.0%
Parking Utility Share of Various Services	250,000	250,000	50,000	50,000	60,000	20.0%
Parking Utility Share of Pension Costs	60,000	60,000	60,000	70,000	80,000	14.3%
Parking Utility Contribution	800,000	550,000	0	0	85,000	0.0%
Sewer Utility Share of Pension Costs	38,000	40,000	40,000	44,000	62,000	40.9%
Sewer Utility Share of Various Services	120,000	175,000	180,000	195,000	180,000	-7.7%
Sewer Utility Contribution	490,000	490,000	700,000	700,000	850,000	21.4%
U.C.C. Share of Pension & Health/Dental Costs	70,000	70,000	70,000	105,000	236,000	124.8%
General Capital Surplus	328,000	380,000	700,000	800,000	975,000	21.9%
SDI Share of Debt Service	0	0	0	0	0	0.0%
Uniform Safety Act	60,160	40,910	46,766	46,470	46,000	-1.0%
FEMA Reimbursement - Covid 19 Pandemic Costs	0	0	0	147,803	29,802	-79.8%
Reserve for Municipal Debt Service	210,000	193,000	46,283	0	0	0.0%
Reserve for School Debt Service	26,199	91,784	9,875	0	0	0.0%
Reserve for Regional Environmental Health (Current Fund)	18,123	0	0	0	0	0.0%
Reserve to pay General Capital Debt (Community Center)	0	148,000	80,610	50,133	0	-100.0%
Reserve Insurance Settlement General Capital	836	0	0	0	0	0.0%
Rebate Liability (General Capital)	3,133	0	0	0	0	0.0%
Prepaid Assessment Morris/Kent (General Capital)	5,000	0	0	0	0	0.0%
Bond Sale Costs (General Capital)	604	0	0	0	0	0.0%
Reserve for Public Defender Trust	0	0	0	0	0	0.0%
Reserve Refunding Bond Costs	0	0	0	0	0	0.0%
Reserve for Sale of Muncipal Assets	541,000	850,000	650,000	33,570	33,000	-1.7%
American Rescue Plan Act	0	0	1,145,964	1,145,964	366,432	-68.0%
TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS	**$ 3,063,993**	**$ 3,371,317**	**$ 3,814,999**	**$ 3,434,410**	**$ 3,048,234**	-11.2%
Prior Year Tax Receipts						
Prior Year Tax Receipts	$ 638,803	$ 483,163	$ 420,000	$ 360,000	$ 318,000	-11.7%
TOTAL PRIOR YEAR TAX RECEIPTS	**$ 638,803**	**$ 483,163**	**$ 420,000**	**$ 360,000**	**$ 318,000**	-11.7%
GENERAL REVENUES SUBTOTAL	**$ 18,496,774**	**$ 18,366,918**	**$ 19,161,394**	**$ 19,235,659**	**$ 19,201,206**	-0.2%
Amount To Be Raised By Taxes (Municipal Tax Levy)	*$ 26,792,506*	*$ 27,103,871*	*$ 27,651,998*	*$ 28,527,436*	*$ 29,562,617*	3.6%
Local School District Obligation to City (School District Levy)	*4,838,824*	*4,588,290*	*3,489,367*	*3,462,650*	*3,460,732*	-0.1%
Amount to Be Raised By Taxes (Library Tax Levy)	*2,440,785*	*2,479,745*	*2,492,085*	*2,537,196*	*2,838,582*	11.9%
TAX LEVY TOTAL	**$ 34,072,115**	**$ 34,171,906**	**$ 33,633,450**	**$ 34,527,282**	**$ 35,861,931**	3.9%
TOTAL GENERAL REVENUES	**$ 52,568,888**	**$ 52,538,825**	**$ 52,794,844**	**$ 53,762,941**	**$ 55,063,137**	2.4%

GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	*Annual % Change From 2022*
General Government						
Administrative & Executive						
Salaries & Wages	$ 364,150	$ 393,474	$ 421,047	$ 437,468	$ 484,552	*10.8%*
Other Expenses	80,250	84,250	80,250	80,000	81,000	*1.3%*
Subtotal	**$ 444,400**	**$ 477,724**	**$ 501,297**	**$ 517,468**	**$ 565,552**	*9.3%*
Employee Assistance Program						
Other Expenses	$ 5,600	$ 5,600	$ 5,600	$ 5,600	$ 5,600	*0.0%*
Subtotal	**$ 5,600**	**$ 5,600**	**$ 5,600**	**$ 5,600**	**$ 5,600**	*0.0%*
Postage						
Other Expenses	$ 45,600	$ 47,600	$ 54,600	$ 57,750	$ 56,600	*-2.0%*
Subtotal	**$ 45,600**	**$ 47,600**	**$ 54,600**	**$ 57,750**	**$ 56,600**	*-2.0%*
Physical Examinations - Municipal Employees						
Other Expenses	$ 10,000	$ 24,500	$ 24,000	$ 24,000	$ 24,000	*0.0%*
Subtotal	**$ 10,000**	**$ 24,500**	**$ 24,000**	**$ 24,000**	**$ 24,000**	*0.0%*
Technology - Other Expenses						
Other Expenses	$ 247,000	$ 239,000	$ 247,500	$ 255,000	$ 264,796	*3.8%*
Subtotal	**$ 247,000**	**$ 239,000**	**$ 247,500**	**$ 255,000**	**$ 264,796**	*3.8%*
HomeTowne TV Service Agreement						
Other Expenses	$ 82,486	$ 80,591	$ 83,000	$ 83,000	$ 68,761	*-17.2%*
Subtotal	**$ 82,486**	**$ 80,591**	**$ 83,000**	**$ 83,000**	**$ 68,761**	*-17.2%*
Employee Appreciation Events						
Other Expenses	$ 5,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	*0.0%*
Subtotal	**$ 5,000**	**$ 3,000**	**$ 3,000**	**$ 3,000**	**$ 3,000**	*0.0%*
Clerk's Office						
Salaries & Wages	$ 247,650	$ 288,525	$ 265,641	$ 307,916	$ 320,801	*4.2%*
Other Expenses	174,150	164,350	171,050	141,550	150,750	*6.5%*
Codification of Ordinances	10,000	12,000	12,000	12,000	14,000	*16.7%*
Subtotal	**$ 431,800**	**$ 464,875**	**$ 448,691**	**$ 461,466**	**$ 485,551**	*5.2%*
Legal Services						
Municipal Prosecutor - Salaries & Wages	$ 35,900	$ 35,900	$ 37,600	$ 38,915	$ 39,791	*2.3%*
Other Expenses - Legal Professional Contracts	220,000	240,000	250,000	250,000	250,000	*0.0%*
Public Defender	8,500	8,500	8,500	8,500	9,137	*7.5%*
Subtotal	**$ 264,400**	**$ 284,400**	**$ 296,100**	**$ 297,415**	**$ 298,928**	*0.5%*
GENERAL GOVERNMENT TOTAL	**$ 1,536,286**	**$ 1,627,290**	**$ 1,663,788**	**$ 1,704,699**	**$ 1,772,788**	4.0%

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	Annual % Change From 2022
Department of Finance						
Financial Administration						
Salaries & Wages	$ 399,100	$ 442,459	$ 458,573	$ 476,482	$ 503,462	5.7%
Other Expenses	83,620	83,622	79,740	80,050	80,851	1.0%
Subtotal	**$ 482,720**	**$ 526,081**	**$ 538,313**	**$ 556,532**	**$ 584,313**	5.0%
Municipal Purchasing						
Other Expenses	$ 14,000	$ 12,800	$ 11,800	$ 11,800	$ 9,800	-16.9%
Subtotal	**$ 14,000**	**$ 12,800**	**$ 11,800**	**$ 11,800**	**$ 9,800**	-16.9%
Audit Services						
Other Expenses	$ 45,000	$ 46,000	$ 47,200	$ 48,600	$ 49,150	1.1%
Subtotal	**$ 45,000**	**$ 46,000**	**$ 47,200**	**$ 48,600**	**$ 49,150**	1.1%
Contingent						
Other Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	0.0%
Subtotal	**$ 1,500**	**$ 1,500**	**$ 1,500**	**$ 1,500**	**$ 1,500**	0.0%
Tax Collection						
Salaries & Wages	$ 167,500	$ 171,800	$ 191,714	$ 170,891	$ 173,369	1.5%
Other Expenses	19,945	19,145	19,370	19,355	19,866	2.6%
Subtotal	**$ 187,445**	**$ 190,945**	**$ 211,084**	**$ 190,246**	**$ 193,235**	1.6%
Tax Assessment						
Salaries & Wages	$ 233,550	$ 240,825	$ 190,476	$ 202,614	$ 207,542	2.4%
Other Expenses	283,400	233,400	230,300	230,050	205,250	-10.8%
Subtotal	**$ 516,950**	**$ 474,225**	**$ 420,776**	**$ 432,664**	**$ 412,792**	-4.6%
FINANCE DEPARTMENT TOTAL	**$ 1,247,615**	**$ 1,251,551**	**$ 1,230,673**	**$ 1,241,342**	**$ 1,250,790**	0.8%
Public Safety						
Police						
Salaries & Wages	$ 5,814,050	$ 5,914,270	$ 6,048,911	$ 6,077,447	$ 5,771,357	-5.0%
Other Expenses	427,800	448,800	449,300	449,300	449,300	0.0%
Crossing Guards - Salaries & Wages	240,000	205,000	205,000	300,000	275,000	-8.3%
Crossing Guards - Other Expenses	4,000	4,000	4,000	4,000	4,000	0.0%
Police Vehicles	0	0	0	0	0	0.0%
Subtotal	**$ 6,485,850**	**$ 6,572,070**	**$ 6,707,211**	**$ 6,830,747**	**$ 6,499,657**	-4.8%
Fire						
Salaries & Wages	$ 4,185,806	$ 4,272,243	$ 4,206,545	$ 4,092,357	$ 4,090,949	0.0%
Other Expenses	301,700	304,700	386,700	390,700	390,700	0.0%
Uniform Fire Safety Act - Salaries & Wages	36,545	36,545	36,545	36,545	36,545	0.0%
Fire Hydrant Service	300,000	300,000	300,000	300,000	325,000	8.3%
Subtotal	**$ 4,824,051**	**$ 4,913,488**	**$ 4,929,790**	**$ 4,819,602**	**$ 4,843,194**	0.5%
Emergency Management						
Salaries & Wages	$ 0	$ 0	$ 0	$ 25,000	$ 25,563	2.3%
Other Expenses	13,200	13,200	13,200	13,200	13,200	0.0%
Subtotal	**$ 13,200**	**$ 13,200**	**$ 13,200**	**$ 38,200**	**$ 38,763**	1.5%
PUBLIC SAFETY TOTAL	**$ 11,323,101**	**$ 11,498,758**	**$ 11,650,201**	**$ 11,688,549**	**$ 11,381,614**	-2.6%

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	*Annual % Change From 2022*
Department of Community Services						
Community Services Administration						
Salaries & Wages	$ 473,637	$ 495,483	$ 505,983	$ 530,288	$ 550,375	*3.8%*
Other Expenses	91,300	86,800	93,800	83,300	89,800	*7.8%*
Downtown Maintenance	8,500	8,500	8,500	8,500	8,500	*0.0%*
Subtotal	**$ 573,437**	**$ 590,783**	**$ 608,283**	**$ 622,088**	**$ 648,675**	*4.3%*
Engineering						
Salaries & Wages	$ 365,725	$ 373,509	$ 336,543	$ 387,073	$ 294,431	*-23.9%*
Other Expenses	26,150	26,000	26,500	27,500	27,000	*-1.8%*
Subtotal	**$ 391,875**	**$ 399,509**	**$ 363,043**	**$ 414,573**	**$ 321,431**	*-22.5%*
Roads Unit						
Salaries & Wages	$ 939,050	$ 880,401	$ 913,479	$ 902,129	$ 839,051	*-7.0%*
Other Expenses	212,000	149,000	149,000	149,000	137,000	*-8.1%*
Subtotal	**$ 1,151,050**	**$ 1,029,401**	**$ 1,062,479**	**$ 1,051,129**	**$ 976,051**	*-7.1%*
Public Works Maintenance Unit						
Salaries & Wages	$ 293,400	$ 286,326	$ 296,954	$ 210,193	$ 218,778	*4.1%*
Other Expenses	61,750	61,750	62,550	65,850	68,850	*4.6%*
Subtotal	**$ 355,150**	**$ 348,076**	**$ 359,504**	**$ 276,043**	**$ 287,628**	*4.2%*
Sanitation Unit						
Salaries & Wages	$ 737,000	$ 660,185	$ 682,146	$ 708,903	$ 718,094	*1.3%*
Other Expenses	4,000	4,000	4,000	4,000	4,000	*0.0%*
Subtotal	**$ 741,000**	**$ 664,185**	**$ 686,146**	**$ 712,903**	**$ 722,094**	*1.3%*
Recycling Unit						
Salaries & Wages	$ 78,100	$ 78,100	$ 81,639	$ 88,827	$ 90,792	*2.2%*
Other Expenses	252,750	370,750	510,350	700,750	843,550	*20.4%*
Subtotal	**$ 330,850**	**$ 448,850**	**$ 591,989**	**$ 789,577**	**$ 934,342**	*18.3%*
Transfer Station						
Salaries & Wages	$ 294,000	$ 232,019	$ 255,056	$ 269,367	$ 274,596	*1.9%*
Other Expenses	54,750	54,750	84,750	86,750	50,750	*-41.5%*
Disposal Charges	875,000	1,070,000	970,000	970,000	990,000	*2.1%*
Subtotal	**$ 1,223,750**	**$ 1,356,769**	**$ 1,309,806**	**$ 1,326,117**	**$ 1,315,346**	*-0.8%*
Compost Area						
Salaries & Wages	$ 175,950	$ 161,304	$ 172,278	$ 179,884	$ 186,572	*3.7%*
Other Expenses	4,200	4,200	4,200	4,200	4,200	*0.0%*
Subtotal	**$ 180,150**	**$ 165,504**	**$ 176,478**	**$ 184,084**	**$ 190,772**	*3.6%*

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	*Annual % Change From 2022*
Buildings & Grounds Unit						
Salaries & Wages	$ 317,300	$ 236,770	$ 245,365	$ 303,143	$ 316,243	*4.3%*
Other Expenses	138,500	152,000	153,750	164,750	161,750	*-1.8%*
Subtotal	**$ 455,800**	**$ 388,770**	**$ 399,115**	**$ 467,893**	**$ 477,993**	*2.2%*
Fleet Maintenance Unit						
Salaries & Wages	$ 275,425	$ 253,038	$ 261,990	$ 272,408	$ 274,453	*0.8%*
Other Expenses	250,485	274,150	287,700	288,700	296,200	*2.6%*
Subtotal	**$ 525,910**	**$ 527,188**	**$ 549,690**	**$ 561,108**	**$ 570,653**	*1.7%*
Shade Trees Unit						
Salaries & Wages	$ 572,000	$ 651,379	$ 686,353	$ 733,110	$ 747,656	*2.0%*
Other Expenses	219,500	277,500	282,500	232,500	245,500	*5.6%*
Subtotal	**$ 791,500**	**$ 928,879**	**$ 968,853**	**$ 965,610**	**$ 993,156**	*2.9%*
Land Use						
Salaries & Wages	$ 16,500	$ 16,500	$ 16,500	$ 16,500	$ 16,500	*0.0%*
Other Expenses	199,750	164,250	182,250	182,200	182,200	*0.0%*
Subtotal	**$ 216,250**	**$ 180,750**	**$ 198,750**	**$ 198,700**	**$ 198,700**	*0.0%*
Board of Adjustment						
Salaries & Wages	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	*0.0%*
Other Expenses	33,300	26,500	26,300	26,300	31,300	*19.0%*
Subtotal	**$ 38,300**	**$ 31,500**	**$ 31,300**	**$ 31,300**	**$ 36,300**	*16.0%*
Code Enforcement						
Salaries & Wages	$ 221,774	$ 210,810	$ 209,926	$ 251,351	$ 217,340	*-13.5%*
Other Expenses	3,750	2,750	2,750	4,000	4,000	*0.0%*
Subtotal	**$ 225,524**	**$ 213,560**	**$ 212,676**	**$ 255,351**	**$ 221,340**	*-13.3%*
DEPARTMENT OF COMMUNITY SERVICES TOTAL	**$ 7,200,546**	**$ 7,273,724**	**$ 7,518,112**	**$ 7,856,476**	**$ 7,894,481**	0.5%

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	Annual % Change From 2022
Department of Community Programs						
Community Programs						
Salaries & Wages	$ 633,060	$ 496,197	$ 604,839	$ 565,189	$ 600,969	6.3%
Other Expenses	76,000	64,000	64,000	64,200	67,200	4.7%
Subtotal	**$ 709,060**	**$ 560,197**	**$ 668,839**	**$ 629,389**	**$ 668,169**	6.2%
Golf Course						
Salaries & Wages	$ 131,100	$ 131,100	$ 134,405	$ 139,327	$ 141,292	1.4%
Other Expenses	61,000	70,000	70,000	72,000	77,000	6.9%
Subtotal	**$ 192,100**	**$ 201,100**	**$ 204,405**	**$ 211,327**	**$ 218,292**	3.3%
Family Aquatic Center						
Salaries & Wages	$ 157,000	$ 134,000	$ 156,000	$ 161,000	$ 181,000	12.4%
Other Expenses	133,450	134,150	134,150	143,050	149,050	4.2%
Subtotal	**$ 290,450**	**$ 268,150**	**$ 290,150**	**$ 304,050**	**$ 330,050**	8.6%
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	**$ 1,191,610**	**$ 1,029,447**	**$ 1,163,394**	**$ 1,144,766**	**$ 1,216,511**	6.3%
Board of Health						
Salaries & Wages	$ 144,000	$ 146,966	$ 152,779	$ 159,732	$ 168,297	5.4%
Other Expenses	214,855	219,254	246,321	247,489	244,666	-1.1%
Dog Regulation	40,000	40,000	40,000	40,000	40,000	0.0%
Social Services - S.A.G.E.	36,300	36,300	36,300	36,300	38,542	6.2%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	7,890	7,890	0.0%
Subtotal	**$ 443,045**	**$ 450,410**	**$ 483,290**	**$ 491,411**	**$ 499,395**	1.6%
Municipal Court						
Salaries & Wages	$ 56,300	$ 40,000	$ 40,800	$ 42,552	$ 43,509	2.2%
Other Expenses	343,000	364,128	350,900	325,436	342,180	5.1%
Subtotal	**$ 399,300**	**$ 404,128**	**$ 391,700**	**$ 367,988**	**$ 385,689**	4.8%
Utilities						
Electricity	$ 353,000	$ 368,000	$ 368,000	$ 378,000	$ 345,000	-8.7%
Street Lighting	160,000	160,000	160,000	162,000	165,000	1.9%
Telephone	194,000	194,000	194,000	207,000	152,000	-26.6%
Water	67,000	77,000	77,000	80,000	98,000	22.5%
Fuel	347,000	344,000	324,000	364,000	452,000	24.2%
Subtotal	**$ 1,121,000**	**$ 1,143,000**	**$ 1,123,000**	**$ 1,191,000**	**$ 1,212,000**	1.8%

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	*Annual % Change From 2022*
Insurance						
General Liability	$ 486,086	$ 517,536	$ 509,616	$ 584,390	$ 579,920	*-0.8%*
Workers Compensation	578,688	547,554	553,438	562,777	583,532	*3.7%*
Employee Group Health	2,600,000	2,415,000	2,346,000	2,346,000	2,493,000	*6.3%*
Unemployment Insurance	50,000	50,000	25,000	25,000	25,000	*0.0%*
Other Insurance	25,000	25,000	25,000	25,000	25,000	*0.0%*
Subtotal	**$ 3,739,774**	**$ 3,555,090**	**$ 3,459,054**	**$ 3,543,167**	**$ 3,706,452**	*4.6%*
Summary Details:						
Salaries & Wages	*$ 17,619,072*	*$ 17,498,628*	*$ 17,828,587*	*$ 18,100,111*	*$ 17,823,016*	*-1.5%*
Other Expenses	*10,583,205*	*10,734,770*	*10,854,625*	*11,129,287*	*11,496,704*	*3.3%*
Total Operations within "CAPS"	**$ 28,202,277**	**$ 28,233,398**	**$ 28,683,212**	**$ 29,229,398**	**$ 29,319,720**	*0.3%*
Statutory Expenditures within "CAPS"						
Pensions/ Social Security						
Public Employees Retirement System (PERS)	$ 1,117,378	$ 1,038,605	$ 1,107,739	$ 1,172,242	$ 1,278,678	*9.1%*
Police Fire Retirement System (PFRS)	2,541,918	2,612,719	2,914,530	2,995,897	3,380,670	*12.8%*
Defined Contribution Retirement System (DCRP)	15,000	17,500	19,500	19,500	21,000	*7.7%*
Social Security	596,424	613,956	672,914	705,781	717,027	*1.6%*
Subtotal	**$ 4,270,720**	**$ 4,282,780**	**$ 4,714,683**	**$ 4,893,420**	**$ 5,397,375**	*10.3%*
Total General Appropriations within "CAPS"	**$ 32,472,997**	**$ 32,516,178**	**$ 33,397,896**	**$ 34,122,819**	**$ 34,717,095**	*1.7%*
GENERAL APPROPRIATIONS						
OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"						
Maintenance of Free Public Library						
Salaries & Wages	$ 1,498,429	$ 1,556,126	$ 1,538,250	$ 1,593,715	$ 1,646,706	*3.3%*
Other Expenses	942,356	923,620	953,835	943,481	1,191,876	*26.3%*
Subtotal	**$ 2,440,785**	**$ 2,479,746**	**$ 2,492,085**	**$ 2,537,196**	**$ 2,838,582**	*11.9%*
Grants Appropriations - Offset by Revenues						
Grants	$ 144,315	$ 148,806	$ 328,838	$ 155,887	$ 654,558	*319.9%*
Subtotal	**$ 144,315**	**$ 148,806**	**$ 328,838**	**$ 155,887**	**$ 654,558**	*319.9%*

	Adopted 2019	Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	Annual % Change From 2022
Interlocal Agreements						
Joint Meeting - NPSM Emergency Dispatch Center	$ 1,232,049	$ 1,213,758	$ 1,213,758	$ 1,156,432	$ 1,216,855	*5.2%*
Subtotal	**$ 1,232,049**	**$ 1,213,758**	**$ 1,213,758**	**$ 1,156,432**	**$ 1,216,855**	*5.2%*
Capital Improvements						
Capital Improvement Fund	$ 735,275	$ 109,475	$ 200,000	$ 107,000	$ 100,000	*-6.5%*
Subtotal	**$ 735,275**	**$ 109,475**	**$ 200,000**	**$ 107,000**	**$ 100,000**	*-6.5%*
Municipal Debt Service						
Bond Principal	$ 2,085,000	$ 3,365,000	$ 3,745,000	$ 3,830,000	$ 4,470,000	*16.7%*
Bond Anticipation Notes Principal	411,450	0	0	175,000	19,000	*-89.1%*
Interest on Bonds	795,134	1,201,892	1,126,271	1,046,852	2,045,150	*95.4%*
Interest on Bond Anticipation Notes	710,520	95,560	220,525	559,720	59,040	*-89.5%*
Downtown Business Improvement Loan	0	0	0	0	0	*0.0%*
Subtotal	**$ 4,002,104**	**$ 4,662,452**	**$ 5,091,796**	**$ 5,611,572**	**$ 6,593,190**	*17.5%*
School Debt Service						
Bond Principal	$ 4,435,000	$ 4,460,000	$ 3,205,000	$ 3,255,000	$ 3,260,000	*0.2%*
Bond Anticipation Notes Principal	0	0	0	0	0	*0.0%*
Interest on Bonds	830,023	685,003	558,276	464,481	376,851	*-18.9%*
Interest on Bond Anticipation Notes	0	0	0	0	65,990	*0.0%*
Subtotal	**$ 5,265,023**	**$ 5,145,003**	**$ 3,763,276**	**$ 3,719,481**	**$ 3,702,841**	*-0.4%*
Deferred Charges & Reserves						
Prospective Assessments Canceled	$ 0	$ 0	$ 0	$ 0	$ 0	*0.0%*
Deferred Charges (Capital Expenses Unfunded)	75,000	50,000	50,000	25,000	25,000	*0.0%*
Reserve for Tax Appeals	140,000	25,000	0	0	75,000	*100.0%*
Reserve for Salary Adjustments	190,000	110,000	190,000	30,000	140,000	*366.7%*
Subtotal	**$ 405,000**	**$ 185,000**	**$ 240,000**	**$ 55,000**	**$ 240,000**	*336.4%*
Total General Appropriations excluded from "CAPS" Subtotal	**$ 14,224,551**	**$ 13,944,240**	**$ 13,329,753**	**$ 13,342,568**	**$ 15,346,026**	*15.0%*
Reserve for Uncollected Taxes	$ 5,287,251	$ 5,294,145	$ 5,060,100	$ 5,001,272	$ 5,000,016	*0.0%*
TOTAL GENERAL APPROPRIATIONS	**$ 51,984,799**	**$ 51,754,562**	**$ 51,787,748**	**$ 52,466,658**	**$ 55,063,137**	*4.9%*

General Revenues	Adopted Budget 2022	Realized 2022 as of 12/31/2022	Anticipated 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Fund Balance									
	$ 7,900,000	$ 7,900,000	$ 8,030,000	$ 7,989,850	$ 7,949,901	$ 7,910,151	$ 7,870,600	$ 7,831,247	*-0.50%*
TOTAL FUND BALANCE	**$ 7,900,000**	**$ 7,900,000**	**$ 8,030,000**	**$ 7,989,850**	**$ 7,949,901**	**$ 7,910,151**	**$ 7,870,600**	**$ 7,831,247**	**-0.50%**
Local Revenue									
Alcoholic Beverage Control Licenses	$ 39,253	$ 41,076	$ 41,000	$ 41,000	$ 41,000	$ 41,000	$ 41,000	$ 41,000	*0.00%*
Other Licenses	57,000	58,118	57,000	57,570	58,146	58,727	59,314	59,908	*1.00%*
Municipal Court	265,000	429,547	425,000	429,250	433,543	437,878	442,257	446,679	*1.00%*
Interest & Costs on Taxes	160,000	147,866	145,000	146,450	147,915	149,394	150,888	152,396	*1.00%*
Interest on Investments	84,749	287,500	287,500	290,375	293,279	296,212	299,174	302,165	*1.00%*
Community Services Fees	140,000	126,762	126,000	127,260	128,533	129,818	131,116	132,427	*1.00%*
Drainage & Grading Fees	30,000	32,700	30,000	30,300	30,603	30,909	31,218	31,530	*1.00%*
Briant Park - Emergency Services	12,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	*0.00%*
Health Fees	160,000	171,399	171,000	172,710	174,437	176,181	177,943	179,723	*1.00%*
Zoning Board Fees	20,000	25,556	23,000	23,230	23,462	23,697	23,934	24,173	*1.00%*
Municipal Golf Course Fees	200,000	214,516	205,000	207,050	209,121	211,212	213,324	215,457	*1.00%*
Family Aquatic Center Fees	540,000	652,682	635,000	641,350	647,764	654,241	660,784	667,391	*1.00%*
Cable TV Franchise Fees (Verizon)	189,155	189,155	178,438	176,654	176,477	172,965	171,236	169,524	*-1.00%*
Cable TV Franchise Fees (Comcast)	101,141	101,141	96,607	95,641	95,593	94,637	93,691	92,754	*-1.00%*
Sale of Recyclable Materials	30,000	14,106	13,000	13,000	13,000	13,000	13,000	13,000	*0.00%*
Police Off Duty Administration Fees	142,000	260,588	250,000	250,000	252,500	252,500	252,500	252,500	*0.00%*
Hotel/Motel Occupancy Fees	85,000	108,754	90,000	90,900	91,809	92,727	93,654	94,591	*1.00%*
AHS/Overlook Community Support Services	795,400	795,400	795,400	500,000	500,000	500,000	500,000	500,000	*0.00%*
Utility Income Cell Tower	115,000	128,830	126,500	127,765	129,043	130,333	131,636	132,953	*1.00%*
TOTAL LOCAL REVENUE	**$ 3,165,698**	**$ 3,796,696**	**$ 3,706,445**	**$ 3,431,505**	**$ 3,457,222**	**$ 3,476,431**	**$ 3,497,669**	**$ 3,519,172**	***-0.98%***
State Aid									
School Debt Service Aid	$ 256,831	$ 256,831	$ 242,109	$ 242,109	$ 242,109	$ 242,109	$ 242,109	$ 242,109	*0.00%*
Energy Receipts Tax	3,023,257	3,023,257	3,044,155	3,044,155	3,044,155	3,044,155	3,044,155	3,044,155	*0.00%*
TOTAL STATE AID	**$ 3,280,088**	**$ 3,280,088**	**$ 3,286,264**	**$ 3,286,264**	**$ 3,286,264**	**$ 3,286,264**	**$ 3,286,264**	**$ 3,286,264**	**0.00%**
Grants									
Grants	$ 155,887	$ 464,465	$ 654,558	$ 0	$ 0	$ 0	$ 0	$ 0	*0.00%*
TOTAL GRANT REVENUES	**$ 155,887**	**$ 464,465**	**$ 654,558**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	***0.00%***

	Adopted Budget 2022	Realized 2022 as of 12/31/2022	Anticipated 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Avg. % Change
Enterprise Funds/ Contributions									
Summit Housing P.I.L.O.T.	$ 35,000	$ 46,470	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	*0.00%*
Parking Utility Share of Various Services	50,000	50,000	60,000	60,000	60,000	60,000	60,000	60,000	*0.00%*
Parking Utility Share of Pension Costs	70,000	70,000	80,000	80,000	80,000	80,000	80,000	80,000	*0.00%*
Parking Utility Contribution	0	0	85,000	0	0	0	0	0	*0.00%*
Sewer Utility Share of Pension Costs	40,000	44,000	62,000	62,000	62,000	62,000	62,000	62,000	*0.00%*
Sewer Utility Share of Various Services	180,000	195,000	180,000	180,000	180,000	180,000	180,000	180,000	*0.00%*
Sewer Utility Contribution	700,000	700,000	850,000	750,000	750,000	750,000	750,000	750,000	*0.00%*
U.C.C. Share of Pension & Health/Dental Costs	105,000	105,000	236,000	236,000	236,000	236,000	236,000	236,000	*0.00%*
General Capital Surplus	800,000	800,000	975,000	725,000	500,000	300,000	100,000	132,520	*32.52%*
Uniform Safety Act	46,000	46,470	46,000	200,000	200,000	200,000	200,000	200,000	*0.00%*
FEMA Reimbursement - Covid 19 Pandemic Costs	118,000	147,803	29,802	0	0	0	0	0	*0.00%*
Reserve for Municipal Debt Service	0	0	0	0	0	0	0	0	*0.00%*
Reserve for School Debt Service	0	0	0	0	0	0	0	0	*0.00%*
Reserve for Regional Environmental Health (Current Fund)	0	0	0	0	0	0	0	0	*0.00%*
Reserve for Snow Removal	0	0	0	0	0	0	0	0	*0.00%*
Reserve Insurance Settlement (General Capital)	0	0	0	0	0	0	0	0	*0.00%*
Rebate Liability (Genral Capital)	0	0	0	0	0	0	0	0	*0.00%*
Prepaid Assessment Morris/Kent (General Capital)	0	0	0	0	0	0	0	0	*0.00%*
Reserve to Pay General Capital Debt (Community Center)	50,133	50,133	0	0	0	0	0	0	*0.00%*
Reserve for Public Defender (Trust)	0	0	0	0	0	0	0	0	*0.00%*
Sale of Municipal Assets	33,570	33,570	33,000	0	0	0	0	0	*0.00%*
American Rescue Plan Act	850,000	1,145,964	366,432	0	0	0	0	0	*0.00%*
Reserve - Additional 2022 Energy Receipts Taxes	0	0	157,705	0	0	0	0	0	*0.00%*
TOTAL ENTERPRISE FUNDS/CONTRIBUTIONS	**$ 3,077,703**	**$ 3,434,410**	**$ 3,205,939**	**$ 2,338,000**	**$ 2,113,000**	**$ 1,913,000**	**$ 1,713,000**	**$ 1,745,520**	*-10.94%*
Prior Year Tax Receipts	$ 360,000	$ 360,000	$ 318,000	$ 318,000	$ 318,000	$ 318,000	$ 318,000	$ 318,000	*0.00%*
TOTAL PRIOR YEAR TAX RECEIPTS	**$ 360,000**	**$ 360,000**	**$ 318,000**	**$ 318,000**	**$ 318,000**	**$ 318,000**	**$ 318,000**	**$ 318,000**	*0.00%*
General Revenues Subtotal	**$ 17,939,376**	**$ 19,235,659**	**$ 19,201,206**	**$ 17,363,619**	**$ 17,124,387**	**$ 16,903,846**	**$ 16,685,533**	**$ 16,700,204**	*-2.69%*
Amount To Be Raised By Taxes (Municipal Tax Levy)	$ 28,527,436	$ 28,527,436	$ 29,562,617	$ 29,858,243	$ 30,156,826	$ 30,458,394	$ 30,762,978	$ 31,070,608	*1.00%*
Local School District Obligation to City (School District Levy)	3,462,650	3,462,650	3,460,732	3,529,947	3,600,546	3,672,556	3,746,008	3,820,928	*2.00%*
Amount to Be Raised By Taxes (Library Tax Levy)	2,537,196	2,537,196	2,838,582	2,866,968	2,895,637	2,924,594	2,953,840	2,983,378	*1.00%*
TAX LEVY TOTAL	**$ 34,527,282**	**$ 34,527,282**	**$ 35,861,931**	**$ 36,255,158**	**$ 36,653,009**	**$ 37,055,544**	**$ 37,462,825**	**$ 37,874,914**	1.10%
TOTAL GENERAL REVENUES	**$ 52,466,658**	**$ 53,762,941**	**$ 55,063,137**	**$ 53,618,776**	**$ 53,777,396**	**$ 53,959,390**	**$ 54,148,359**	**$ 54,575,118**	*-0.17%*

OPERATIONS WITHIN "CAPS"	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
General Government									
Administrative & Executive									
Salaries & Wages	$ 437,468	$ 465,468	$ 484,552	$ 494,243	$ 504,128	$ 514,210	$ 524,495	$ 534,985	2.00%
Other Expenses	80,000	76,000	81,000	82,620	84,272	85,958	87,677	89,431	2.00%
Subtotal	***$ 517,468***	***$ 541,468***	***$ 565,552***	***$ 576,863***	***$ 588,400***	***$ 600,168***	***$ 612,172***	***$ 624,415***	***2.00%***
Employee Assistance Program									
Other Expenses	$ 5,600	$ 5,600	$ 5,600	$ 5,712	$ 5,826	$ 5,943	$ 6,062	$ 6,183	2.00%
Subtotal	***$ 5,600***	***$ 5,600***	***$ 5,600***	***$ 5,712***	***$ 5,826***	***$ 5,943***	***$ 6,062***	***$ 6,183***	***2.00%***
Postage									
Other Expenses	$ 57,750	$ 55,750	$ 56,600	$ 57,732	$ 58,887	$ 60,064	$ 61,266	$ 62,491	2.00%
Subtotal	***$ 57,750***	***$ 55,750***	***$ 56,600***	***$ 57,732***	***$ 58,887***	***$ 60,064***	***$ 61,266***	***$ 62,491***	***2.00%***
Physical Examinations - Municipal Employees									
Other Expenses	$ 24,000	$ 24,000	$ 24,000	$ 24,480	$ 24,970	$ 25,469	$ 25,978	$ 26,498	2.00%
Subtotal	***$ 24,000***	***$ 24,000***	***$ 24,000***	***$ 24,480***	***$ 24,970***	***$ 25,469***	***$ 25,978***	***$ 26,498***	***2.00%***
Technology - Other Expenses									
Other Expenses	$ 255,000	$ 255,000	$ 264,796	$ 270,092	$ 275,494	$ 281,004	$ 286,624	$ 292,356	2.00%
Subtotal	***$ 255,000***	***$ 255,000***	***$ 264,796***	***$ 270,092***	***$ 275,494***	***$ 281,004***	***$ 286,624***	***$ 292,356***	***2.00%***
HomeTowne TV Service Agreement									
Other Expenses	$ 83,000	$ 83,000	$ 68,761	$ 68,417	$ 68,075	$ 67,735	$ 67,396	$ 67,059	-0.50%
Subtotal	***$ 83,000***	***$ 83,000***	***$ 68,761***	***$ 68,417***	***$ 68,075***	***$ 67,735***	***$ 67,396***	***$ 67,059***	***-0.50%***
Employee Appreciation Events									
Other Expenses	$ 3,000	$ 3,000	$ 3,000	$ 3,060	$ 3,121	$ 3,184	$ 3,247	$ 3,312	2.00%
Subtotal	***$ 3,000***	***$ 3,000***	***$ 3,000***	***$ 3,060***	***$ 3,121***	***$ 3,184***	***$ 3,247***	***$ 3,312***	***2.00%***
Clerk's Office									
Salaries & Wages	$ 307,916	$ 272,916	$ 320,801	$ 327,217	$ 333,761	$ 340,437	$ 347,245	$ 354,190	2.00%
Other Expenses	141,550	141,550	150,750	153,765	156,840	159,977	163,177	166,440	2.00%
Codification of Ordinances	12,000	12,000	14,000	14,280	14,566	14,857	15,154	15,457	2.00%
Subtotal	***$ 461,466***	***$ 426,466***	***$ 485,551***	***$ 495,262***	***$ 505,167***	***$ 515,271***	***$ 525,576***	***$ 536,088***	***2.00%***
Legal Services									
Municipal Prosecutor - Salaries & Wages	$ 38,915	$ 38,915	$ 39,791	$ 40,587	$ 41,399	$ 42,227	$ 43,071	$ 43,932	2.00%
Other Expenses - Legal Professional Contracts	250,000	250,000	250,000	255,000	260,100	265,302	270,608	276,020	2.00%
Public Defender	8,500	8,815	9,137	9,320	9,506	9,696	9,890	10,088	2.00%
Subtotal	***$ 297,415***	***$ 297,730***	***$ 298,928***	***$ 304,907***	***$ 311,005***	***$ 317,225***	***$ 323,569***	***$ 330,041***	***2.00%***
GENERAL GOVERNMENT TOTAL	**$ 1,704,699**	**$ 1,692,014**	**$ 1,772,788**	**$ 1,806,525**	**$ 1,840,945**	**$ 1,876,062**	**$ 1,911,890**	**$ 1,948,443**	**1.91%**

	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Department of Finance									
Financial Administration									
Salaries & Wages	$ 476,482	$ 480,782	$ 503,462	$ 513,531	$ 523,802	$ 534,278	$ 544,963	$ 555,863	2.00%
Other Expenses	80,050	80,050	80,851	82,468	84,117	85,800	87,516	89,266	2.00%
Subtotal	*$ 556,532*	*$ 560,832*	*$ 584,313*	*$ 595,999*	*$ 607,919*	*$ 620,078*	*$ 632,479*	*$ 645,129*	*2.00%*
Municipal Purchasing									
Other Expenses	$ 11,800	$ 11,800	$ 9,800	$ 9,996	$ 10,196	$ 10,400	$ 10,608	$ 10,820	2.00%
Subtotal	*$ 11,800*	*$ 11,800*	*$ 9,800*	*$ 9,996*	*$ 10,196*	*$ 10,400*	*$ 10,608*	*$ 10,820*	*2.00%*
Audit Services									
Other Expenses	$ 48,600	$ 48,600	$ 49,150	$ 50,133	$ 51,136	$ 52,158	$ 53,202	$ 54,266	2.00%
Subtotal	*$ 48,600*	*$ 48,600*	*$ 49,150*	*$ 50,133*	*$ 51,136*	*$ 52,158*	*$ 53,202*	*$ 54,266*	*2.00%*
Contingent									
Other Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,530	$ 1,561	$ 1,592	$ 1,624	$ 1,656	2.00%
Subtotal	*$ 1,500*	*$ 1,500*	*$ 1,500*	*$ 1,530*	*$ 1,561*	*$ 1,592*	*$ 1,624*	*$ 1,656*	*2.00%*
Tax Collection									
Salaries & Wages	$ 170,891	$ 170,891	$ 173,369	$ 176,836	$ 180,373	$ 183,981	$ 187,660	$ 191,413	2.00%
Other Expenses	19,355	19,355	19,866	20,263	20,669	21,082	21,504	21,934	2.00%
Subtotal	*$ 190,246*	*$ 190,246*	*$ 193,235*	*$ 197,100*	*$ 201,042*	*$ 205,063*	*$ 209,164*	*$ 213,347*	*2.00%*
Tax Assessment									
Salaries & Wages	$ 202,614	$ 201,114	$ 207,542	$ 211,693	$ 215,927	$ 220,245	$ 224,650	$ 229,143	2.00%
Other Expenses	230,050	230,050	205,250	209,355	213,542	217,813	222,169	226,613	2.00%
Subtotal	*$ 432,664*	*$ 431,164*	*$ 412,792*	*$ 421,048*	*$ 429,469*	*$ 438,058*	*$ 446,819*	*$ 455,756*	*2.00%*
FINANCE DEPARTMENT TOTAL	**$ 1,241,342**	**$ 1,244,142**	**$ 1,250,790**	**$ 1,275,806**	**$ 1,301,322**	**$ 1,327,348**	**$ 1,353,895**	**$ 1,380,973**	*2.00%*
Public Safety									
Police									
Salaries & Wages	$ 6,077,447	$ 6,054,447	$ 5,771,357	$ 5,886,784	$ 6,004,520	$ 6,124,610	$ 6,247,102	$ 6,372,044	2.00%
Other Expenses	449,300	449,300	449,300	458,286	467,452	476,801	486,337	496,064	2.00%
Crossing Guards - Salaries & Wages	300,000	300,000	275,000	275,000	275,000	275,000	275,000	275,000	0.00%
Crossing Guards - Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Police Vehicles	0	0	0	0	0	0	0	0	0.00%
Subtotal	*$ 6,830,747*	*$ 6,807,747*	*$ 6,499,657*	*$ 6,624,150*	*$ 6,751,133*	*$ 6,880,656*	*$ 7,012,769*	*$ 7,147,524*	*1.92%*
Fire									
Salaries & Wages	$ 4,092,357	$ 4,105,902	$ 4,090,949	$ 4,172,768	$ 4,256,223	$ 4,341,348	$ 4,428,175	$ 4,516,738	2.00%
Other Expenses	390,700	390,700	390,700	398,514	406,484	414,614	422,906	431,364	2.00%
Uniform Fire Safety Act - Salaries & Wages	36,545	0	36,545	37,093	37,650	38,214	38,788	39,369	1.50%
Fire Hydrant Service	300,000	340,000	325,000	331,500	338,130	344,893	351,790	358,826	2.00%
Subtotal	*$ 4,819,602*	*$ 4,836,602*	*$ 4,843,194*	*$ 4,939,875*	*$ 5,038,487*	*$ 5,139,069*	*$ 5,241,659*	*$ 5,346,298*	*2.00%*
Emergency Management									
Salaries & Wages	$ 25,000	$ 25,000	$ 25,563	$ 26,074	$ 26,596	$ 27,128	$ 27,670	$ 28,224	2.00%
Other Expenses	$ 13,200	$ 13,200	$ 13,200	$ 13,464	$ 13,733	$ 14,008	$ 14,288	$ 14,574	2.00%
Subtotal	*$ 38,200*	*$ 38,200*	*$ 38,763*	*$ 39,538*	*$ 40,329*	*$ 41,136*	*$ 41,958*	*$ 42,797*	*2.00%*
PUBLIC SAFETY TOTAL	**$ 11,688,549**	**$ 11,682,549**	**$ 11,381,614**	**$ 11,603,564**	**$ 11,829,949**	**$ 12,060,860**	**$ 12,296,386**	**$ 12,536,620**	1.97%

	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Department of Community Services									
Community Services Administration									
Salaries & Wages	$ 530,288	$ 537,788	$ 550,375	$ 561,383	$ 572,610	$ 584,062	$ 595,744	$ 607,658	2.00%
Other Expenses	83,300	83,300	89,800	91,596	93,428	95,296	97,202	99,146	2.00%
Downtown Maintenance	8,500	8,500	8,500	8,670	8,843	9,020	9,201	9,385	2.00%
Subtotal	***$ 622,088***	***$ 629,588***	***$ 648,675***	***$ 661,649***	***$ 674,881***	***$ 688,379***	***$ 702,147***	***$ 716,190***	***2.00%***
Engineering									
Salaries & Wages	$ 387,073	$ 245,073	$ 294,431	$ 300,320	$ 306,326	$ 312,453	$ 318,702	$ 325,076	2.00%
Other Expenses	27,500	27,500	27,000	27,540	28,091	28,653	29,226	29,810	2.00%
Subtotal	***$ 414,573***	***$ 272,573***	***$ 321,431***	***$ 327,860***	***$ 334,417***	***$ 341,105***	***$ 347,927***	***$ 354,886***	***2.00%***
Roads Unit									
Salaries & Wages	$ 902,129	$ 877,129	$ 839,051	$ 855,832	$ 872,949	$ 890,408	$ 908,216	$ 926,380	2.00%
Other Expenses	149,000	159,000	137,000	139,740	142,535	145,385	148,293	151,259	2.00%
Subtotal	***$ 1,051,129***	***$ 1,036,129***	***$ 976,051***	***$ 995,572***	***$ 1,015,483***	***$ 1,035,793***	***$ 1,056,509***	***$ 1,077,639***	***2.00%***
Public Works Maintenance Unit									
Salaries & Wages	$ 210,193	$ 210,193	$ 218,778	$ 223,154	$ 227,617	$ 232,169	$ 236,812	$ 241,549	2.00%
Other Expenses	65,850	68,950	68,850	70,227	71,632	73,064	74,525	76,016	2.00%
Subtotal	***$ 276,043***	***$ 279,143***	***$ 287,628***	***$ 293,381***	***$ 299,248***	***$ 305,233***	***$ 311,338***	***$ 317,565***	***2.00%***
Sanitation Unit									
Salaries & Wages	$ 708,903	$ 708,903	$ 718,094	$ 732,456	$ 747,105	$ 762,047	$ 777,288	$ 792,834	2.00%
Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Subtotal	***$ 712,903***	***$ 712,903***	***$ 722,094***	***$ 736,536***	***$ 751,267***	***$ 766,292***	***$ 781,618***	***$ 797,250***	***2.00%***
Recycling Unit									
Salaries & Wages	$ 88,827	$ 88,827	$ 90,792	$ 92,608	$ 94,460	$ 96,349	$ 98,276	$ 100,242	2.00%
Other Expenses	700,750	700,750	843,550	860,421	877,629	895,182	913,086	931,347	2.00%
Subtotal	***$ 789,577***	***$ 789,577***	***$ 934,342***	***$ 953,029***	***$ 972,089***	***$ 991,531***	***$ 1,011,362***	***$ 1,031,589***	***2.00%***
Transfer Station									
Salaries & Wages	$ 269,367	$ 269,367	$ 274,596	$ 280,088	$ 285,690	$ 291,403	$ 297,232	$ 303,176	2.00%
Other Expenses	86,750	86,750	50,750	51,765	52,800	53,856	54,933	56,032	2.00%
Disposal Charges	970,000	970,000	990,000	1,009,800	1,029,996	1,050,596	1,071,608	1,093,040	2.00%
Subtotal	***$ 1,326,117***	***$ 1,326,117***	***$ 1,315,346***	***$ 1,341,653***	***$ 1,368,486***	***$ 1,395,856***	***$ 1,423,773***	***$ 1,452,248***	***2.00%***
Compost Area									
Salaries & Wages	$ 179,884	$ 196,884	$ 186,572	$ 190,303	$ 194,110	$ 197,992	$ 201,952	$ 205,991	2.00%
Other Expenses	4,200	4,200	4,200	4,284	4,370	4,457	4,546	4,637	2.00%
Subtotal	***$ 184,084***	***$ 201,084***	***$ 190,772***	***$ 194,587***	***$ 198,479***	***$ 202,449***	***$ 206,498***	***$ 210,628***	***2.00%***

	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Buildings & Grounds Unit									
Salaries & Wages	$ 303,143	$ 310,643	$ 316,243	$ 322,568	$ 329,019	$ 335,600	$ 342,312	$ 349,158	2.00%
Other Expenses	164,750	164,750	161,750	164,176	166,639	169,138	171,676	174,251	1.50%
Subtotal	***$ 467,893***	***$ 475,393***	***$ 477,993***	***$ 486,744***	***$ 495,658***	***$ 504,738***	***$ 513,987***	***$ 523,409***	***1.83%***
Fleet Maintenance Unit									
Salaries & Wages	$ 272,408	$ 272,408	$ 274,453	$ 279,942	$ 285,541	$ 291,252	$ 297,077	$ 303,018	2.00%
Other Expenses	288,700	288,700	296,200	302,124	308,166	314,330	320,616	327,029	2.00%
Subtotal	***$ 561,108***	***$ 561,108***	***$ 570,653***	***$ 582,066***	***$ 593,707***	***$ 605,582***	***$ 617,693***	***$ 630,047***	***2.00%***
Shade Trees Unit									
Salaries & Wages	$ 733,110	$ 733,110	$ 747,656	$ 762,609	$ 777,861	$ 793,419	$ 809,287	$ 825,473	2.00%
Other Expenses	232,500	232,500	245,500	250,410	255,418	260,527	265,737	271,052	2.00%
Subtotal	***$ 965,610***	***$ 965,610***	***$ 993,156***	***$ 1,013,019***	***$ 1,033,280***	***$ 1,053,945***	***$ 1,075,024***	***$ 1,096,524***	***2.00%***
Land Use									
Salaries & Wages	$ 16,500	$ 16,500	$ 16,500	$ 16,830	$ 17,167	$ 17,510	$ 17,860	$ 18,217	2.00%
Other Expenses	182,200	182,200	182,200	185,844	189,561	193,352	197,219	201,164	2.00%
Subtotal	***$ 198,700***	***$ 198,700***	***$ 198,700***	***$ 202,674***	***$ 206,727***	***$ 210,862***	***$ 215,079***	***$ 219,381***	***2.00%***
Board of Adjustment									
Salaries & Wages	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	0.00%
Other Expenses	26,300	26,300	31,300	31,926	32,565	33,216	33,880	34,558	2.00%
Subtotal	***$ 31,300***	***$ 31,300***	***$ 36,300***	***$ 36,926***	***$ 37,565***	***$ 38,216***	***$ 38,880***	***$ 39,558***	***1.73%***
Code Enforcement									
Salaries & Wages	$ 251,351	$ 187,250	$ 217,340	$ 221,687	$ 226,121	$ 230,643	$ 235,256	$ 239,961	2.00%
Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Subtotal	***$ 255,351***	***$ 191,250***	***$ 221,340***	***$ 225,767***	***$ 230,282***	***$ 234,888***	***$ 239,586***	***$ 244,377***	***2.00%***
DEPARTMENT OF COMMUNITY SERVICES TOTAL	**$ 7,856,476**	**$ 7,670,475**	**$ 7,894,481**	**$ 8,051,462**	**$ 8,211,570**	**$ 8,374,868**	**$ 8,541,420**	**$ 8,711,290**	***1.99%***
Department of Community Programs									
Community Programs									
Salaries & Wages	$ 565,189	$ 565,189	$ 600,969	$ 612,988	$ 625,248	$ 637,753	$ 650,508	$ 663,518	2.00%
Other Expenses	64,200	58,447	67,200	68,544	69,915	71,313	72,739	74,194	2.00%
Subtotal	***$ 629,389***	***$ 623,636***	***$ 668,169***	***$ 681,532***	***$ 695,163***	***$ 709,066***	***$ 723,248***	***$ 737,713***	***2.00%***
Golf Course									
Salaries & Wages	$ 139,327	$ 139,327	$ 141,292	$ 144,118	$ 147,000	$ 149,940	$ 152,939	$ 155,998	2.00%
Other Expenses	72,000	66,700	77,000	78,540	80,111	81,713	83,347	85,014	2.00%
Subtotal	***$ 211,327***	***$ 206,027***	***$ 218,292***	***$ 222,658***	***$ 227,111***	***$ 231,653***	***$ 236,286***	***$ 241,012***	***2.00%***
Family Aquatic Center									
Salaries & Wages	$ 161,000	$ 180,753	$ 181,000	$ 184,620	$ 188,312	$ 192,079	$ 195,920	$ 199,839	2.00%
Other Expenses	143,050	143,050	149,050	152,031	155,072	158,173	161,337	164,563	2.00%
Subtotal	***$ 304,050***	***$ 323,803***	***$ 330,050***	***$ 336,651***	***$ 343,384***	***$ 350,252***	***$ 357,257***	***$ 364,402***	***2.00%***
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	**$ 1,144,766**	**$ 1,153,466**	**$ 1,216,511**	**$ 1,240,841**	**$ 1,265,658**	**$ 1,290,971**	**$ 1,316,791**	**$ 1,343,126**	***2.00%***

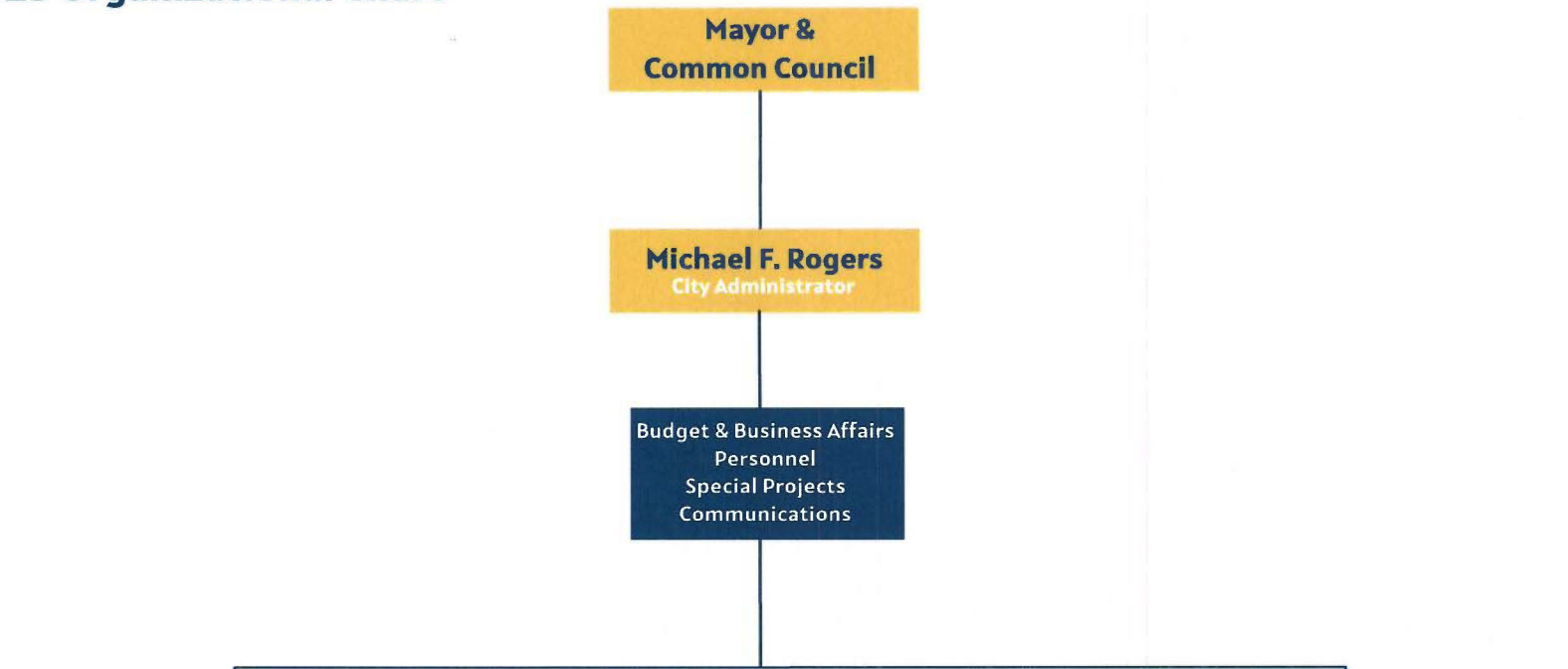
	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Board of Health									
Salaries & Wages	$ 159,732	$ 161,732	$ 168,297	$ 171,663	$ 175,096	$ 178,598	$ 182,170	$ 185,813	2.00%
Other Expenses	247,489	245,989	244,666	249,559	254,551	259,642	264,834	270,131	2.00%
Dog Regulation	40,000	40,000	40,000	40,800	41,616	42,448	43,297	44,163	2.00%
Social Services - S.A.G.E.	36,300	37,800	38,542	39,313	40,099	40,901	41,719	42,553	2.00%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	8,048	8,209	8,373	8,540	8,711	2.00%
Subtotal	*$ 491,411*	*$ 493,411*	*$ 499,395*	*$ 509,383*	*$ 519,571*	*$ 529,962*	*$ 540,561*	*$ 551,372*	*2.00%*
Municipal Court									
Salaries & Wages	$ 42,552	$ 42,553	$ 43,509	$ 44,379	$ 45,267	$ 46,172	$ 47,096	$ 48,037	2.00%
Other Expenses	325,436	325,121	342,180	349,024	356,004	363,124	370,387	377,794	2.00%
Subtotal	*$ 367,988*	*$ 367,674*	*$ 385,689*	*$ 393,403*	*$ 401,271*	*$ 409,296*	*$ 417,482*	*$ 425,832*	*2.00%*
Utilities									
Electricity	$ 378,000	$ 358,000	$ 345,000	$ 351,900	$ 358,938	$ 366,117	$ 373,439	$ 380,908	2.00%
Street Lighting	162,000	163,500	165,000	168,300	171,666	175,099	178,601	182,173	2.00%
Telephone	207,000	259,000	152,000	155,040	158,141	161,304	164,530	167,820	2.00%
Water	80,000	150,000	98,000	99,960	101,959	103,998	106,078	108,200	2.00%
Fuel	364,000	482,000	452,000	461,040	470,261	479,666	489,259	499,045	2.00%
Subtotal	*$ 1,191,000*	*$ 1,412,500*	*$ 1,212,000*	*$ 1,236,240*	*$ 1,260,965*	*$ 1,286,184*	*$ 1,311,908*	*$ 1,338,146*	*2.00%*
Insurance									
General Liability	$ 584,390	$ 584,390	$ 579,920	$ 591,518	$ 603,349	$ 615,416	$ 627,724	$ 640,279	2.00%
Workers Compensation	562,777	562,777	583,532	595,203	607,107	619,249	631,634	644,266	2.00%
Employee Group Health	2,346,000	2,346,000	2,493,000	2,630,115	2,774,771	2,927,384	3,088,390	3,258,251	5.50%
Unemployment Insurance	25,000	25,000	25,000	25,250	25,503	25,758	26,015	26,275	1.00%
Other Insurance	25,000	25,000	25,000	25,500	26,010	26,530	27,061	27,602	2.00%
Subtotal	*$ 3,543,167*	*$ 3,543,167*	*$ 3,706,452*	*$ 3,867,586*	*$ 4,036,739*	*$ 4,214,336*	*$ 4,400,824*	*$ 4,596,674*	*4.40%*
Summary Details:									
Salaries & Wages	*$ 18,075,111*	*$ 17,847,879*	*$ 17,797,453*	*$ 18,147,619*	*$ 18,504,786*	*$ 18,869,094*	*$ 19,240,685*	*$ 19,619,704*	*1.97%*
Other Expenses	*$ 11,154,287*	*$ 11,411,519*	*$ 11,522,267*	*$ 11,807,379*	*$ 12,132,797*	*$ 12,469,780*	*$ 12,818,837*	*$ 13,180,504*	*2.73%*
Total Operations within "CAPS"	$ 29,229,398	$ 29,259,398	$ 29,319,720	$ 29,954,998	$ 30,637,583	$ 31,338,873	$ 32,059,522	$ 32,800,208	2.27%

Statutory Expenditures within "CAPS"	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
Pensions/ Social Security									
Public Employees Retirement System (PERS)	$ 1,172,242	$ 1,172,242	$ 1,278,678	$ 1,342,612	$ 1,409,742	$ 1,480,230	$ 1,554,241	$ 1,631,953	5.00%
Police Fire Retirement System (PFRS)	2,995,897	2,995,897	3,380,670	3,549,704	3,727,189	3,913,548	4,109,226	4,314,687	5.00%
Defined Contribution Retirement System (DCRP)	19,500	19,500	21,000	22,050	23,153	24,310	25,526	26,802	5.00%
Social Security	705,781	705,781	717,027	731,368	745,995	760,915	776,133	791,656	2.00%
Subtotal	*$ 4,893,420*	*$ 4,893,420*	*$ 5,397,375*	*$ 5,645,733*	*$ 5,906,079*	*$ 6,179,003*	*$ 6,465,125*	*$ 6,765,098*	*4.62%*
Total General Appropriations within "CAPS"	**$ 34,122,819**	**$ 34,152,818**	**$ 34,717,095**	**$ 35,600,731**	**$ 36,543,662**	**$ 37,517,876**	**$ 38,524,647**	**$ 39,565,306**	**2.65%**
GENERAL APPROPRIATIONS OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"									
Maintenance of Free Public Library									
Salaries & Wages	$ 1,593,715	$ 1,593,715	$ 1,646,706	$ 1,671,407	$ 1,696,478	$ 1,721,925	$ 1,747,754	$ 1,773,970	1.50%
Other Expenses	943,481	943,481	1,191,876	1,215,714	1,240,028	1,264,828	1,290,125	1,315,927	2.00%
Subtotal	*$ 2,537,196*	*$ 2,537,196*	*$ 2,838,582*	*$ 2,887,120*	*$ 2,936,505*	*$ 2,986,753*	*$ 3,037,879*	*$ 3,089,897*	*1.71%*
Grants Appropriations - Offset by Revenues									
Grants	$ 155,887	$ 464,464	$ 654,558	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
Subtotal	*$ 155,887*	*$ 464,464*	*$ 654,558*	*$ 0*	*$ 0*	*$ 0*	*$ 0*	*$ 0*	*0.00%*
Interlocal Agreements									
Joint Meeting - NPSM Emergency Dispatch Center	$ 1,156,432	$ 1,156,432	$ 1,216,855	$ 1,229,024	$ 1,241,314	$ 1,253,727	$ 1,266,264	$ 1,278,927	1.00%
Subtotal	*$ 1,156,432*	*$ 1,156,432*	*$ 1,216,855*	*$ 1,229,024*	*$ 1,241,314*	*$ 1,253,727*	*$ 1,266,264*	*$ 1,278,927*	*1.00%*
Capital Improvements									
Capital Improvement Fund	$ 107,000	$ 107,000	$ 100,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	0.00%
Subtotal	*$ 107,000*	*$ 107,000*	*$ 100,000*	*$ 200,000*	*$ 200,000*	*$ 200,000*	*$ 200,000*	*$ 200,000*	*20.00%*
Municipal Debt Service									
Bond Principal	$ 3,830,000	$ 3,830,000	$ 4,470,000	$ 4,575,000	$ 4,690,000	$ 4,245,000	$ 3,375,000	$ 3,495,000	-4.31%
Bond Anticipation Notes Principal	175,000	175,000	19,000	67,166	384,660	823,025	952,738	433,767	65.75%
Interest on Bonds	1,046,852	1,046,852	2,045,150	1,959,646	1,818,582	1,676,958	1,547,716	1,417,215	-7.06%
Interest on Bond Anticipation Notes	559,720	559,720	59,040	2,519	14,425	30,870	35,728	16,266	90.44%
Subtotal	*$ 5,611,572*	*$ 5,611,572*	*$ 6,593,190*	*$ 6,604,331*	*$ 6,907,667*	*$ 6,775,853*	*$ 5,911,182*	*$ 5,362,248*	*-3.84%*

	Adopted 2022	Final w/ Transfers 2022 as of 12/31/2022	Proposed 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Annual Average % Change
School Debt Service									
Bond Principal	$ 3,255,000	$ 3,255,000	$ 3,260,000	$ 3,020,000	$ 3,065,000	$ 3,110,000	$ 990,000	$ 1,020,000	-13.91%
Bond Anticipation Notes Principal	0	0	0	0	0	0	0	0	0.00%
Interest on Bonds	464,481	464,481	376,851	296,191	221,658	152,027	95,200	75,100	-27.29%
Interest on Bond Anticipation Notes	0	0	65,990	0	0	0	0	0	0.00%
Subtotal	***$ 3,719,481***	***$ 3,719,481***	***$ 3,702,841***	***$ 3,316,191***	***$ 3,286,658***	***$ 3,262,027***	***$ 1,085,200***	***$ 1,095,100***	***-15.58%***
Deferred Charges & Reserves									
Deficit in Dedicated Assessment Budget	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
Deferred Charges (Capital Expenses Unfunded)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0.00%
Reserve for Tax Appeals	0	0	75,000	50,000	50,000	50,000	50,000	50,000	0.00%
Reserve for Salary Adjustments	30,000	0	140,000	100,000	100,000	100,000	100,000	100,000	0.00%
Reserve for Municipal Debt Service	0	0	0	0	0	0	0	0	0.00%
Subtotal	***$ 55,000***	***$ 25,000***	***$ 240,000***	***$ 175,000***	***$ 175,000***	***$ 175,000***	***$ 175,000***	***$ 175,000***	***-5.42%***
Total General Appropriations excluded from "CAPS" Subtotal	$ 13,342,568	$ 13,621,145	$ 15,346,026	$ 14,411,666	$ 14,747,144	$ 14,653,360	$ 11,675,525	$ 11,201,172	-5.76%
Reserve for Uncollected Taxes	$ 5,001,272	$ 5,001,272	$ 5,000,016	$ 5,100,017	$ 5,202,017	$ 5,306,057	$ 5,412,178	$ 5,520,422	2.00%
TOTAL GENERAL APPROPRIATIONS	$ 52,466,658	$ 52,775,235	$ 55,063,137	$ 55,112,414	$ 56,492,823	$ 57,477,294	$ 55,612,350	$ 56,286,900	0.46%

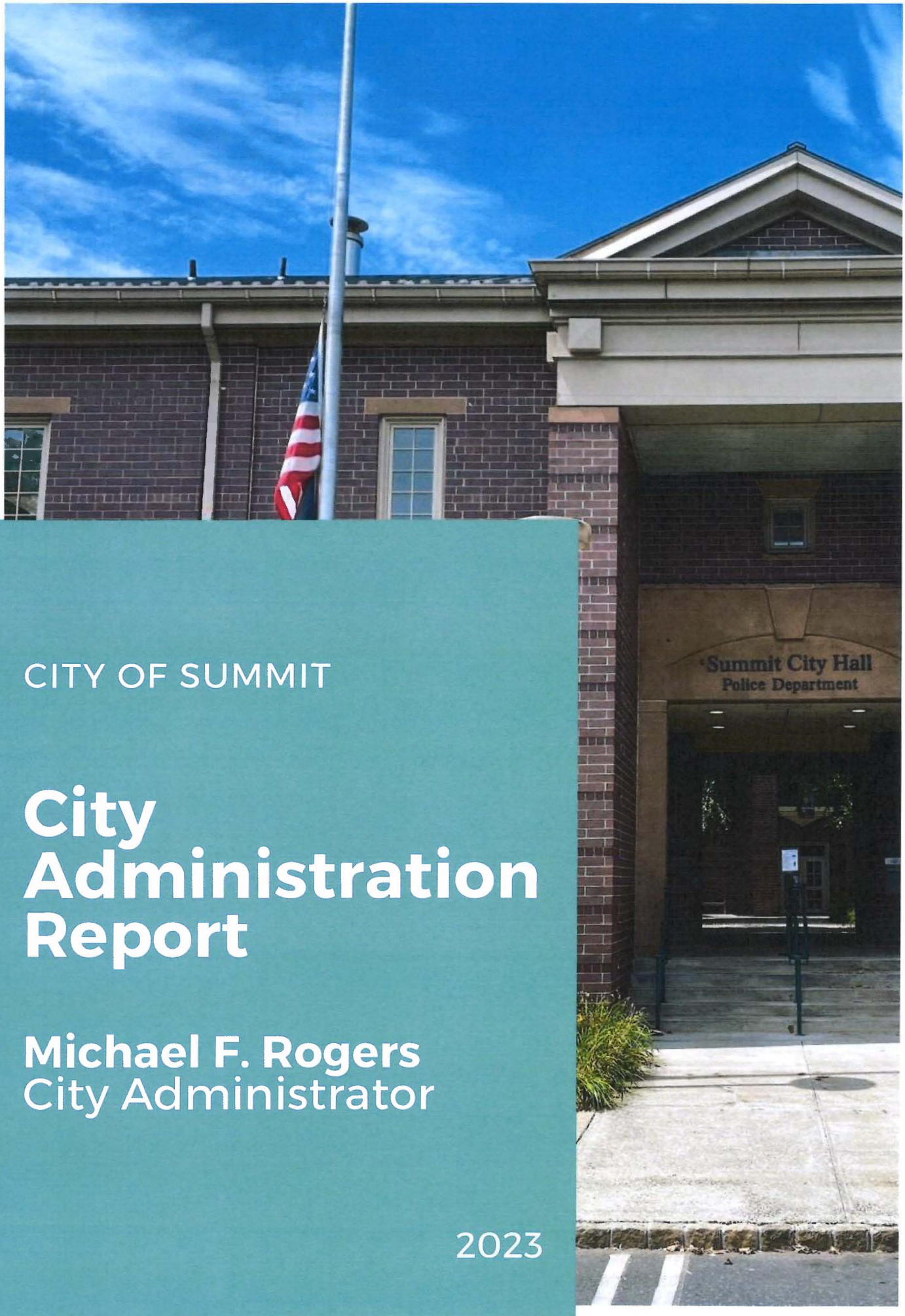
ORGANIZATIONAL STRUCTURE

City of Summit
2023 Organizational Chart



177 Full-Time Employees
25 Part-Time Employees
***Does not include Library, Seasonal, or Crossing Guards**

ADMINISTRATION



CITY OF SUMMIT

City Administration Report

Michael F. Rogers
City Administrator

2023

Introduction

WHAT WE DO

The Office of the Administrator is responsible for the overall management of the municipal workforce and the development and oversight of the operating and capital budgets.

We manage personnel administration, public communications, and marketing, as well as the development and management of special projects.

The City Administrator is appointed by the Mayor and Common Council to implement the policies established by the governing body.

Administration supports municipal staff by providing technology to enhance efficiency.

OUR MISSION

Administration supports the efficient delivery of municipal services to meet the vital health, safety, and general welfare needs of citizens, and improve quality of life for all.

We strive to create mutual trust and understanding between the municipality and the community and apply good and transparent corporate governance to promote continued prosperity.

We employ a motivated and representative municipal workforce that is empowered to render optimal services to the community.

As city administration works to achieve this mission, we will demonstrate fiscal discipline, outstanding customer service, directed communications, and continuous improvement.

City Administration oversees:

- A $68.6 million municipal budget.
- 202 total full-time, part-time and temporary employees.
- Policy development and implementation for Common Council.
- Three collective bargaining units' contract negotiation.
- American with Disabilities Act (ADA) compliance.
- Information technology and cybersecurity.
- Communication.
- Executive Management Board of Joint Emergency Communication Center.

2022 RESULTS

Considerable progress was made toward helping city agencies and departments fill workforce needs and more effectively manage resources and operations. Responsible for supervision, direction and execution of many business activities, and enforcement of all State and city laws and regulations, city administration achieved the following:

- Assisted the Common Council in developing a 2022 municipal budget that resulted in a 1.98% city tax rate increase for property owners.

- Successfully negotiated a five-year labor contract with the Firefighters/ Mutual Benevolent Association (FMBA) Local 54. Overall, the net total increase of agreement is approximately 2.0%.

- Engaged in several productive meetings with the Policeman Benevolent Association (PBA) Local 55 collective negotiations unit on amendments to its next contract starting in 2023.

- Negotiated Memorandum of Understanding with Summit GRACE (Giving and Receiving Assistance for Our Community Essentials), a 501(c)(3) charitable organization for use of city buildings to store and distribute perishable and non-perishable items to local families in need.

- Broad Street West (BSW) redevelopment - On February 15, 2022, Common Council approved a Letter of Intent with Broad Street West Managers I LLC ("BSWM"), a joint venture between L+M Developers and Toll Brothers, Inc. that formed the basis of an understanding between the city and BSWM regarding, among other things, the purchase of all city properties within the Subdistrict 3 area. It reflected a general framework for the negotiation of a redevelopment agreement with BSWM that would include all detailed terms and conditions governing the redevelopment of Subdistrict 3. Over the course of several months, robust discussion occurred at many public meetings about the BSW redevelopment project that led to a re-evaluation of the scope of project area, density and site design, among other relevant elements of redevelopment plan. While city administration negotiated a draft of the BSW redevelopment and financial agreements, Common Council decided not to finalize the Subdistrict 3 agreements as publicly discussed. Thereafter, city administration and its planner met and worked with concerned Summit citizens and the designated redevelopers to reconceptualize the Subdistrict 3 city properties site design.

- Partnered with Millennium Strategies, a grant consultant, to create a strategic plan to research and apply for targeted grant opportunities. Last year, Millennium Strategies submitted dozens of grant applications on behalf of the city, for which Summit was awarded over $2 million in funding for various purposes such as the new Summit Fire House project, Summit Parkline, Mabie playground, City Hall records storage improvement project and temporary public art installment.

2023 Performance Goals

1

Create and present the 2023 city budget with a municipal tax rate change at or near 2.0%.

2

Successfully negotiate a labor contract with the Policeman Benevolent Association (PBA), Local 55.

3

Reinitiate the Broad Street West Redevelopment process to ensure community engagement and support for the project plan.

4

Ensure employees are provided with technology (hardware and software) to enhance efficiency in job performance with an increased level of satisfaction.

5

Work with Common Council and relevant city commissions and advisory committees to create a strategic approach to a framework for smart city planning. This will improve quality of life for citizens and facilitate safety, economic growth, and environmental and fiscal resilience.

6

Partner with a grant consultant to research and apply for all available government and non-profit grant opportunities to support municipal operational priorities.

INFORMATION TECHNOLOGY

Ajay Rangu

Information Technology Specialist

The city organization uses various software platforms and systems to provide employees with the technology needed to increase service delivery effectiveness, external accessibility, and efficiency in interactions with the public. A critical component that underlies these software platforms is security. Cybersecurity encompasses everything that pertains to protecting sensitive data, Personally-Identifiable Information (PII), Protected Health Information (PHI), personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries. Cybersecurity risk is increasing, driven by global connectivity and usage of cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals increases the risk that organizations will suffer from a successful cyber-attack or data breach in the future. Cyber threats can impact any level of an organization. Educating staff about simple social engineering scams like phishing and more sophisticated cybersecurity attacks like ransomware attacks and malware designed to steal intellectual property or personal data is more important than ever.

PERFORMANCE GOALS

1. Plan and configure a redundant and resilient voice network.

2. Plan, establish, and manage new fire building information technology requirements and ensure adherence to budget, schedule, and scope of project.

3. Evaluate and plan City Hall network data cabling upgrade and relocation of Independent Distribution Frames (IDFs) and Main Distribution Frame (MDF).

4. Continue 24x7 Endpoint and network security fabric management and monitoring.

5. Continue employee security awareness training and testing to ensure high level security.

HUMAN RESOURCES

Megan L. Champney Kweselait
Human Resources Manager

WHAT WE DO

The Office of Human Resources supports, attracts, and retains high-performing employees who fit our positive, can-do culture, and are committed to serving the community. We uphold the mission and values of the city by providing competitive and equitable benefits, and resources for personal and professional development. Human Resources sets high expectations for ethical conduct, enabling employees to be successful in their work and enjoy doing it.

Functional areas of Human Resources are staffing and workforce planning, compensation, benefits administration, diversity, equity and inclusion, labor relations, policy development, succession planning, training and development, HR system administration, compliance reporting, safety/risk management, and personnel management.

MISSION STATEMENT

To support the growth and well-being of each employee by offering competitive pay and benefits, providing resources for personal and professional development, and championing diversity, equity, and inclusion.

VISION

An innovative organization where wellness is prioritized, continuous learning is encouraged, and employees from all backgrounds are valued and respected.

OUR VALUES

People first | Contributing to a community of belonging
Inclusion | Embracing and welcoming diversity
Integrity | With the goal of honesty and trustworthiness in all interactions
Diligence | With careful and consistent effort
Innovation | Introducing original and creative thinking
Collaboration | Creating better solutions together than we could do alone

CITY WORKFORCE

The workforce includes both represented and non-represented employees in full-time and part-time capacities as well as temporary and seasonal employees and volunteers. Employees fill technical, skilled, administrative, safety, and managerial roles. Working in a dynamic environment, the City of Summit continues to change and grow as its workforce evolves. City employees come from a variety of backgrounds, training, and experiences.

STAFFING AND WORKFORCE PLANNING

In 2022, 121 new hires and 138 separations (resignations/retirements/ completion of assignments) were processed. These numbers include seasonal, temporary, volunteer, and per diem employees in addition to regular full-time and part-time employees. These numbers do not include Summit Free Public Library employees.

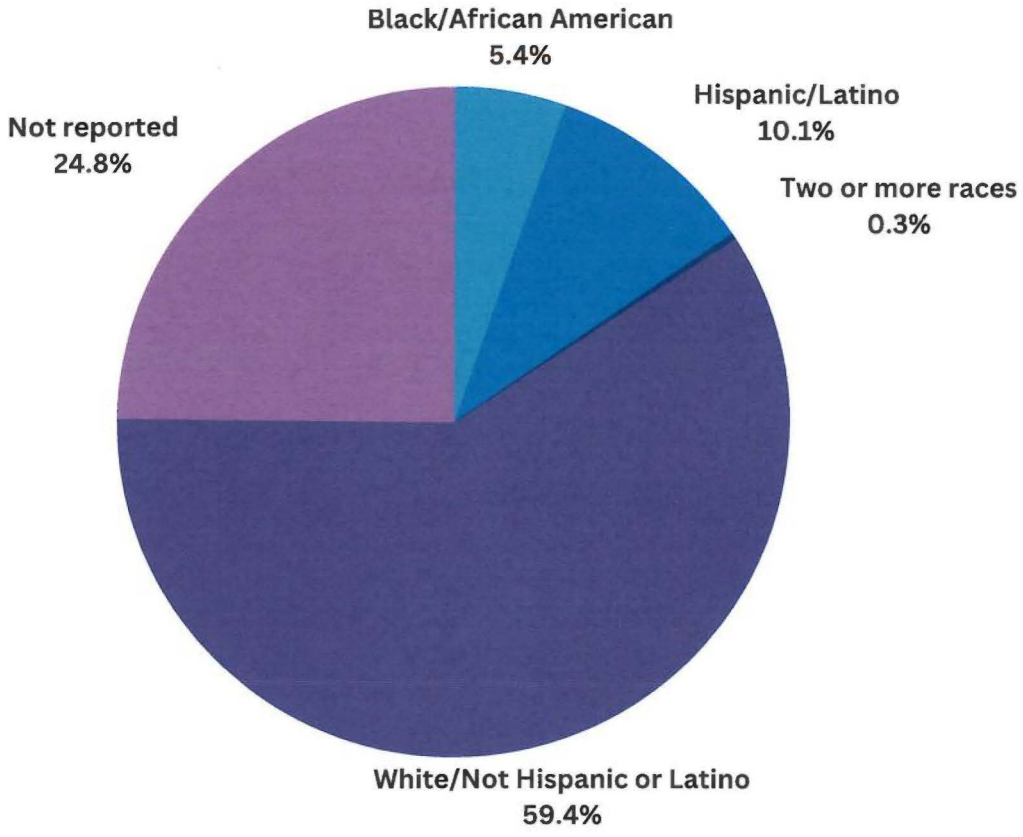
Currently, there are 177 full-time employees and 25 regular part-time employees, excluding seasonal and temporary workers.

FEDERAL/STATE REPORTING REQUIREMENTS

The Equal Employment Opportunity Commission (EEOC) requires biannual reporting to indicate workforce composition by sex and race/ethnic category. In state and local government, the report is referred to as an EEO-4 report. The EEO-4 survey is conducted every odd-numbered year.

The statistics below comply with state and federal reporting requirements and are a voluntary option for employees to disclose and therefore may not accurately reflect the makeup of the workforce (protected classes). The following numbers are inclusive of all city departments including Summit Free Public Library, seasonal, per diem and temporary employees.

Protected Class: Race July 1, 2021 - June 30, 2022	
Race	**# as reported of total workforce**
Asian	0
Black/African American	19
Hispanic/Latino	36
Native Hawaiian/Pacific Islander	0
Two or more races	1
White/Not Hispanic or Latino	211
Not reported	88



CITY WORKFORCE

Job categories are reported on as officials/administrators, professionals, technicians, protected services workers, paraprofessionals, administration support, skilled craft workers, and service maintenance.

In addition, human resources and the finance department are responsible for OSHA and ACA compliance requirements annually.

Protected Class: Job Category July 1, 2021 - June 30, 2022	
Job Category	**# as reported of total workforce (% of Total)**
Officials/Administrators	12 (2.4%)
Professionals	27 (5.4%)
Technicians	6 (1.2%)
Protective Service	162 (32.2%)
Paraprofessionals	195 (38.7%)
Administrative support	13 (2.6%)
Skilled craft workers	1 (0.2%)
Service maintenance	87 (17.3%)

TRAINING AND DEVELOPMENT

The city is committed to a staff development program that creates opportunities for employee growth that benefits the city and the individual employee.

Human Resources oversees various compliance and best practice training for all employees. The risk manager manages safety/risk management compliance and best practice training. Specific units such as police, fire, Parking Services and Sewer Utility, and public works manage other compliance and license-required trainings within their respective areas.

2022 Training Courses Completed	
Course	**Number of employees trained**
Webinar - Designated Employer Representative (DER) Training Refresher Course [MEL_2268]	1
Webinar - CDL: Supervisors Reasonable Suspicion [MEL_2308]	1
Webinar - Protecting Children From Abuse - For Managers/Supervisors/Elected Officials [MEL_2198]	23
Webinar - Introduction to Understanding Conflict [MEL_2477]	1
Webinar - Chipper Safety [MEL_2248]	2
Webinar - Leaf Collection Safety [MEL_2250]	5

2022 Training Courses Completed	
Course	**Number of employees trained**
Webinar - Chain Saw Safety [MEL_2249]	3
Webinar - Work Zone: Temporary Traffic Controls [MEL_2294]	4
In-Person Sensitivity Training	33
Bloodborne Pathogens [ME12]	29
Cyber Security [ME32]	1
Camp Counselors - Bullying Prevention at Camp [ME17]	1
Camp Counselors - Child Sexual Abuse Prevention at Camp [ME15]	1
Camp Counselors - Playground Safety [ME19]	1
COVID-19: A Pandemic Response [SG54]	1
Bloodborne Pathogens Refresher [MEL_2457]	2
HazCom / RTK Refresher [MEL_2460]	3
2020-2021 Elected Official Risk Management Seminar: Employment Practices Liability [ME44]	1
Hazard Communication in Cleaning & Maintenance Operations; English/Spanish [MEL_2051]	2

SAFETY AND RISK MANAGEMENT

Risk management is a process, not an outcome. It is a method of identifying risks and developing and implementing programs to protect against those risks. It is a practical approach to meeting the needs of safety education. It helps to prepare for the future, enhances professionalism, and increases awareness of safety issues and injury trends.

The city has a contracted relationship for risk management services through Acrisure. The city is a member of the Suburban Municipal Joint Insurance Fund. The Suburban Municipal Joint Insurance Fund Safety Incentive Program is used to improve workplace safety, raise employee awareness, and reduce accidents by encouraging participation in JIF safety-related activities and training programs. As part of the Safety Incentive Program, the city earns points for the following: (i) reducing the lost time accident frequency by 5% over the previous three-year average; (ii) holding quarterly safety committee meetings; (iii) completing employee safety training courses, (iv) conducting in-house job safety observations in an effort to identify ways to improve the efficiency and safety of jobs being performed; (v) inspecting facilities, equipment, and vehicles for minimum levels of safety; (vi) completing a law enforcement initiative activity that includes a police chief consultation with the JIF law enforcement risk control consultant, or attending a law enforcement seminar; and (vii) conducting annual motor vehicle record checks for all employees who drive on municipal business.

The city strives to assure a safe and healthy work environment for all employees. Human resources continues to develop and implement programs, policies, and procedures for the recognition and identification of hazards and to ensure compliance with applicable state and federal health, safety, and environmental regulations.

The city has an internal Risk Management Committee which meets on a quarterly basis to review claims and discuss safety matters.

In 2022, human resources processed the following claims:

2022 Insurance Claims	
General liability claims (Tort Claim Notices: 17)	35
Motor vehicle claims	18
Workers compensation claims COVID-related: 3 Lost time accidents: 13	32
Total claims managed	85

2022 RESULTS

Renewed contract with Acrisure for risk management services.

Coordinated active shooter training and sensitivity training for city staff.

HR manager maintained the requirements for the Designated Employee Representative (DER) certification. The DER is the person responsible for the workplace drug and alcohol testing program. The DER is the employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties, make decisions required in the testing process, and receive test results.

Enrolled the City of Summit in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. The Clearinghouse is a secure online database that gives employers, the FMCSA, State Driver Licensing Agencies, and State law enforcement personnel real time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations).

2022 RESULTS

Continued implementation of Human Resources software solution (Primepoint) to better develop HR functionality citywide. Primepoint offers applicant tracking, payroll and benefits administration, time and attendance tracking, and performance management functionality. The recruitment module proves to be a critical tool that allows applicants to apply online for open positions. Using this module, staff members were able to hire and onboard chosen candidates remotely. During the on-boarding process, candidates were able to securely enter proof of identification and key documentation into the system.

Transitioned the Parking Services Agency and the Department of Community Programs to Primepoint from another vendor for time and attendance tracking.

Trained the Department of Community Programs and Police Department staff to use the recruitment and on-boarding module in Primepoint for hiring new employees.

The City of Summit achieved a perfect score and Gold Status in the 2022 Safety Incentive Program for the Suburban Municipal Joint Insurance Fund. All Gold Status members received a certificate of participation and earned $1,600 for a perfect score. This money will be used toward additional safety-related functions throughout the city.

2023 PRIORITIES AND GOALS

Priority 1: Invest in diversity, equity, inclusion, and belonging

Diversity refers to a workforce's physical, mental, and emotional differences. Equity involves intentional actions (policies, processes, and procedures) that ensure all employees have the same opportunities to do their best work. Inclusion refers to intentional behaviors that involve everyone in a meaningful way. Belonging takes diversity, equity, and inclusion a step further and examines how individuals feel as they engage with the rest of the organization. It is a mental and emotional state of feeling seen, valued, and supported based on a person's uniqueness.

Diversity efforts, policies aimed at building equity, and addressing bias in processes and practices to help create a more inclusive workplace require consistent attention and investment. Organizations that keep diversity, equity, inclusion, and belonging as a primary focus are making an investment in employee retention, psychological safety, and the organization's culture.

Goal 1: Provide Training

- Conduct unconscious-bias training to establish inclusivity as the default for the city organization.
- Provide employees with opportunities to find a sense of belonging and develop professionally through events and conferences.
- Leverage the power of human connections to build resilient, high-performing employees.
- Host a city-wide in-person employee social event. The last in-person city-wide social event was held before the COVID-19 pandemic.

2023 PRIORITIES AND GOALS

Priority 2: Build culture through employee well-being

The employee experience is largely shaped by the organization's commitment and success in creating well-being. While so much of it is derived from factors outside the office, employers like the City of Summit can have a significant impact. When employees feel good about their overall well-being, they can live their best life at work and home. By providing and promoting programs that help people be more resilient, maintain positive relationships, and manage uncertainty, the city makes well-being a reality and likely increases productivity and engagement in the process.

Goal 2: Create a mental and emotional well-being campaign

- Build a solid strategy for the mental and emotional support programs offered by the City of Summit to its employees. Identify how to best promote these offerings to staff, looking for personalized and relevant ways to encourage employees to access the tools, resources, and guidance they need to improve their mental and emotional well-being.

Priority 3: Retain staff through employee engagement

Stemming employee turnover and retaining talent starts with building a culture of recognition. Organizations that focus on employee engagement throughout the year see gains in long-term retention and morale.

Goal 3: Create an employee recognition program.

- Recognize and celebrate employee birthdays, work anniversaries, promotions, a job well done, and personal milestones.
- Encourage employee feedback.
- Engage in team-building activities and fun workplace contests.

Priority 4: Employee development

Retaining talent becomes much easier when employees see paths to grow within an organization and can refine and expand their skill sets.

Goal 4a: Create an employee development plan

- Create a list of strengths, needs, and professional goals for each employee. This creates an opportunity for department heads, managers, and/or supervisors to spend one-on-one time interviewing their employees and enabling them to build a development plan that aligns with expectations of both the employee and department head/supervisor.
- Create an actionable list of steps needed for employees to grow in their current roles. This practice will provide foresight into how each department will scale in the months and years to come.

Goal 4b: Develop and implement a succession plan for department head and key personnel retirements

Goal 4c: Re-establish the City of Summit summer internship program

COMMUNICATIONS

Amy Cairns

Chief Communications Officer

GOALS

Increase public awareness of municipal programs and services.

- Using news releases, website notifications, video, and social media content, provide consistent information on existing, updated, and new municipal services and programs.
- Increase emphasis on short-form video that highlights municipal service delivery.

Build and maintain a positive reputation for the municipality.

- Respond to citizen and media requests in a professional and timely manner.
- Develop opportunities to highlight agency, department, and division accomplishments and expertise on issues that impact the community.

Improve transparency and accountability by sharing information and updates with the public.

- Whenever possible, explain the process involved in municipal decision-making for all projects and initiatives with clearly established timelines.

Enhance civic engagement and community participation in local government.

- Utilize free or low-cost tools and resources such as online surveys and community workshops to gather resident feedback and communicate updates.
- Grow social media followers on Facebook, Twitter, Instagram, and YouTube.

Foster relationships with local media outlets to ensure accurate and timely coverage of municipal news and events.

- Keep media lists up to date by reviewing monthly.

Provide accessible and user-friendly communication channels for residents to interact with the municipality.

- Utilize the pressoffice@cityofsummit.org email address to encourage people to reach out with questions and concerns.
- Promote the See Click Fix tool to report missed recycling or garbage pickups, potholes or other infrastructure or service-related concerns.
- Continue Facebook Live question and answer sessions with elected officials.

Develop and implement effective crisis communication strategies to respond to emergencies and critical incidents.

- Complete remaining FEMA and State of NJ emergency training modules and participate in municipal OEM drills and meetings for all members of PIO annex.
- Update message templates for text, email, and voice to include all potential types of incidents.
- Collaborate with other municipal departments to ensure consistent and timely messaging and branding across all communications.

Evaluate and measure the effectiveness of communications strategies and adjust as needed.

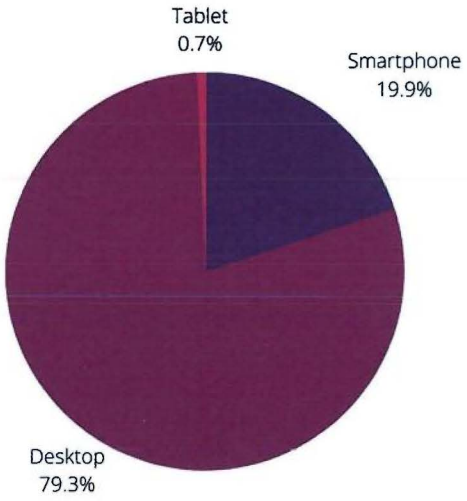
- Review analytics for website and social media channels to drive decision making.

Enhance the overall quality and consistency of municipal communication materials including reports, news releases, videos, and social media content.

- Deliver materials with consistent branding in all communications outreach.
- Develop video content internally focusing on short-form pieces for social media and the website.

Website Analytics 2022

City of Summit Website
January 2022-December 2022



Top Pages Viewed

Homepage	**79,523 views**
Parking Services	**19,409 views**
Trash & Recycling	**18,238 views**
Police Department	**17,162 views**
Non-Resident Parking	**15,484 views**
Online Payments	**15,187 views**
Transfer Station	**11,544 views**
Broad Street West Redevelopment	**8,672 views**
Disposal Parking Permits	**7,989 views**
Tax Collection	**6,681 views**

Statistics

- **579,893** visits
- **59 seconds** average visit duration
- **487,230** users
- **20,429** unique searches
- **569,975** page views

User Acquisition

- **347,313** Direct
- **126,738** Organic search
- **9,322** Referral
  - **3,340** cityofsummit.org
  - **1,240** patch.com
  - **616** tapinto.net
  - **502** app.fraise.io
  - **288** sdlportal.com
- **7,890** Social
- **1** Email

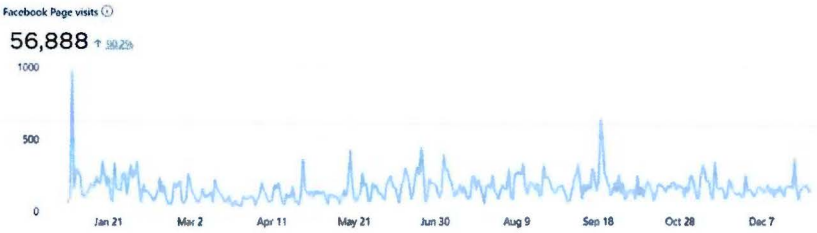
Site Search Keywords

- **353** Birth certificates
- **181** Parking
- **134** Broad Street West Redevelopment
- **107** Birth certificate
- **103** broad street west
- **102** parking
- **101** zoning
- **98** Overnight Parking
- **98** Recycling and Trash
- **98** Summit Transfer Station

Social Media Statistics 2022

Facebook
January 2022-December 2022

Page visits



Statistics

76,262 people reached

20,287 reactions

9,463 link clicks

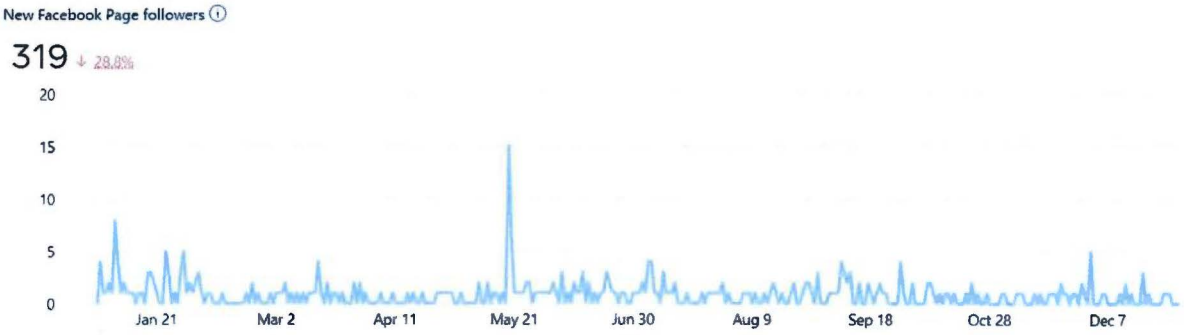
3,768 comments

2,862 shares

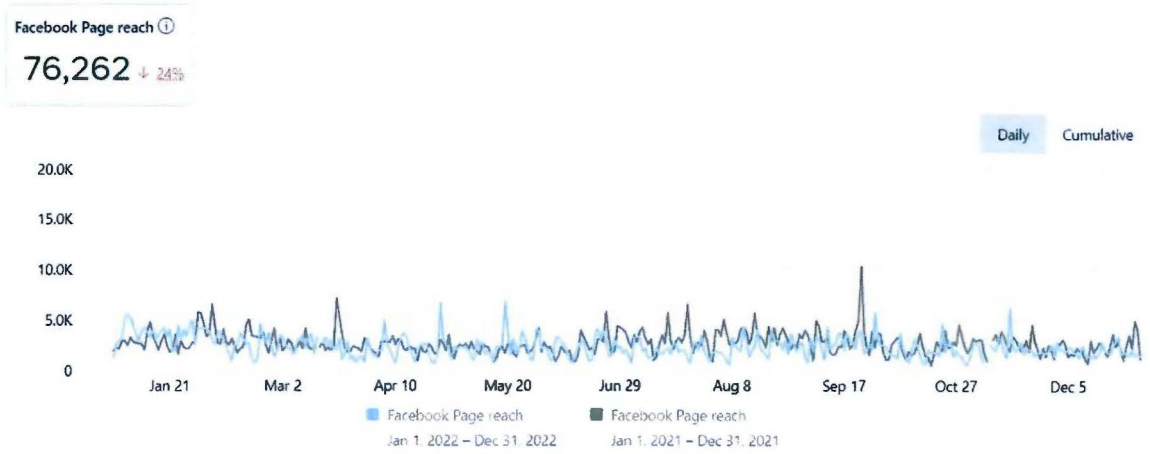
319 new followers

(Total followers: 8,524)

New followers



People reached



Facebook: Top Posts

Date	Post	Reach	Reactions	Shares	Comments
5/19/22	At approximately 2PM on Thursday, May 19, City of Summit Fire Department responded to a report of a multiple vehicle accident on Route 24 East near mile marker nine. On arrival, crews determined that five cars and a tractor trailer were involved in the accident with several serious injuries noted at the scene...	9,315	231	25	30
9/28/22	The Summit Police Department, City of Summit Fire Department, Summit PBA Local #55, Summit FMBA #54, Summit Volunteer First Aid Squad and city officials are joining together to raise awareness about the immediate need for a living donor kidney transplant for Summit Police Officer Karen Stenstrom Sauers...	9,113	57	69	6
4/26/22	Much information about the Broad Street West Redevelopment project is being posted by others online, and we are very glad for these conversations. While some of what we are seeing is accurate, some is not. Make sure you have the answers you need from the city website: https://www.cityofsummit.org/DocumentCenter/View/7637/BSW-Redevelopment-FAQs-041122?bidId=.	6,986	40	5	60
10/22/22	Pretty cool shots of the new Summit Park Line Foundation bridge that was installed earlier today.	5,656	248	7	79
2/22/22	Glad everyone is safe and unharmed. Great job again City of Summit Fire Department. NEWS RELEASE: Summit Fire Department responded to a report of fire in a third-floor apartment at the Summit Senior Housing building on 12 Chestnut St. on Tuesday, February 22 at 12:14PM.	5,472	133	11	13
1/6/22	Not trying to inundate you with upcoming storm news but we find that these forecasts from Weather NJ are usually quite accurate. (shared post)	5,112	64	5	11
1/28/22	If you need to get your car off of the street, the covered levels of the Broad Street garage and the covered levels of the Tier Garage with the exception of the ground floor are available for parking until 3PM Sunday 1/30. All vehicles must be removed by that time.	4,417	64	9	14
9/22/22	Lovely late afternoon celebration for the opening of the renovated Promenade fountain. Members of Common Council joined Summit Public Art and Summit Downtown, Inc. for the unveiling of the incredible Pliedes by artist Ray King. Come see it now!	4,307	119	4	4
1/5/22	From Summit Public Schools: all schools are transitioning to remote instruction for all students tomorrow, January 6 and Friday, January 7. Grab-and-go lunches will be available for all students to pick up tomorrow and Friday from 8-10 a.m. at Summit High School and Jefferson Elementary School.	4,165	28	7	4
2/2/22	Earlier this morning at the City of Summit Fire Department Adam Oare was sworn in as a probationary firefighter. Congratulations and welcome Firefighter Oare!	4,082	196	3	12

Twitter
January 2022-December 2022

Statistics

- **1157** Tweets
- **325,700** Tweet impressions
- **55,113** profile visits
- **328** mentions
- **108** new followers
(Total followers: 2,887)

YouTube
January 2022-December 2022

Statistics

- **86,103** Total views
- **7,260.70 hours** Watch time
- **239** New subscribers
(Total subscribers: 708)
- **572,702** Impressions
- **9.1%** Impression click through rate

Traffic Source Type

- **55%** Suggested videos
- **167.2%** Browse features
- **9.8%** YouTube search
- **9%** External
- **4.4%** Channel pages
- **4.6%** Other

External Sites

- **39.1%** Facebook
- **23%** Google Search
- **4.6%** Patch.com
- **1.7%** cityofsummit.org
- **1.4%** YouTube
- **1.3%** Gmail
- **1.2%** Tapinto.net
- **27.7%** Other

YouTube: Top Videos in 2022

Date of original upload	Title	Views during 2022	Total views	Average view duration
12/2/19	Summit Police Department holiday package safety video starring the Grinch: https://www.youtube.com/watch?v=piJLtqsW-wA.	59,003	166,075	1 minute 30 seconds
6/16/22	Summit Common Council Meeting, June 15, 2022 LIVE: https://www.youtube.com/watch?v=Ul8lwJWJEgU.	1,563	1,563	33 minutes 29 seconds
10/1/20	Summit Fire Department: Turnout Gear: https://www.youtube.com/watch?v=1mVIx9NFBU0.	1,509	1,973	1 minute
6/22/22	Summit Common Council Meeting, June 21, 2022: https://www.youtube.com/watch?v=Mr09ALo0PD8.	1407	1407	27 minutes 55 seconds
2/10/22	Broad Street West Redevelopment meeting, Wednesday, February 9 7PM to 9PM: https://www.youtube.com/watch?v=no-4YJK2X4o.	939	939	15 minutes 36 seconds

Instagram
January 2022-December 2022

cityofsummit.nj

1,029 posts 4,896 followers 417 following

City of Summit, NJ
City
linktr.ee/cityofsummitnj

Top Posts

3,872 Reach **383** Likes **11** Comments **27** Shares **4** Saves

There were two extra special (and very well-dressed) attendees at yesterday's wedding at City Hall, officiated by Mayor Nora Radest. ⊠⊠ Congratulations to the bride and groom! #summitnj

3,578 Reach **442** Likes **21** Comments **77** Shares **6** Saves

At its May 3 meeting, Common Council unanimously voted to close Maple Street in both directions from Springfield Ave to the nearest alleyways to allow for outdoor dining. The road will be closed from Thursday, May 5 to Wednesday, November 30, 2022. #summitnj

2,867 Reach **242** Likes **10** Comments **11** Shares **0** Saves

Downtown Summit has been chosen as one of 2021's Great Places in New Jersey by the NJ Chapter of the American Planning Association. Congratulations to Summit Downtown, Inc. for applying and to everyone that supports our wonderful downtown! Click on the link in our bio to read the joint news release on the city website...

2,518 Reach **222** Likes **5** Comments **35** Shares **7** Saves

Head into downtown Summit today to celebrate the holiday season! From 1PM to 4PM there will be musicians and strolling carolers playing holiday music throughout the downtown, live ice sculpture carving, and Santa Claus will be joining in on the horse and carriage rides. The boarding location is Lyric Park, located at the corner of Beechwood Road and Bank Street. Please note, the rides run from 1PM until 4PM but the line is cut off by 3:30PM. All activities are free to the public.

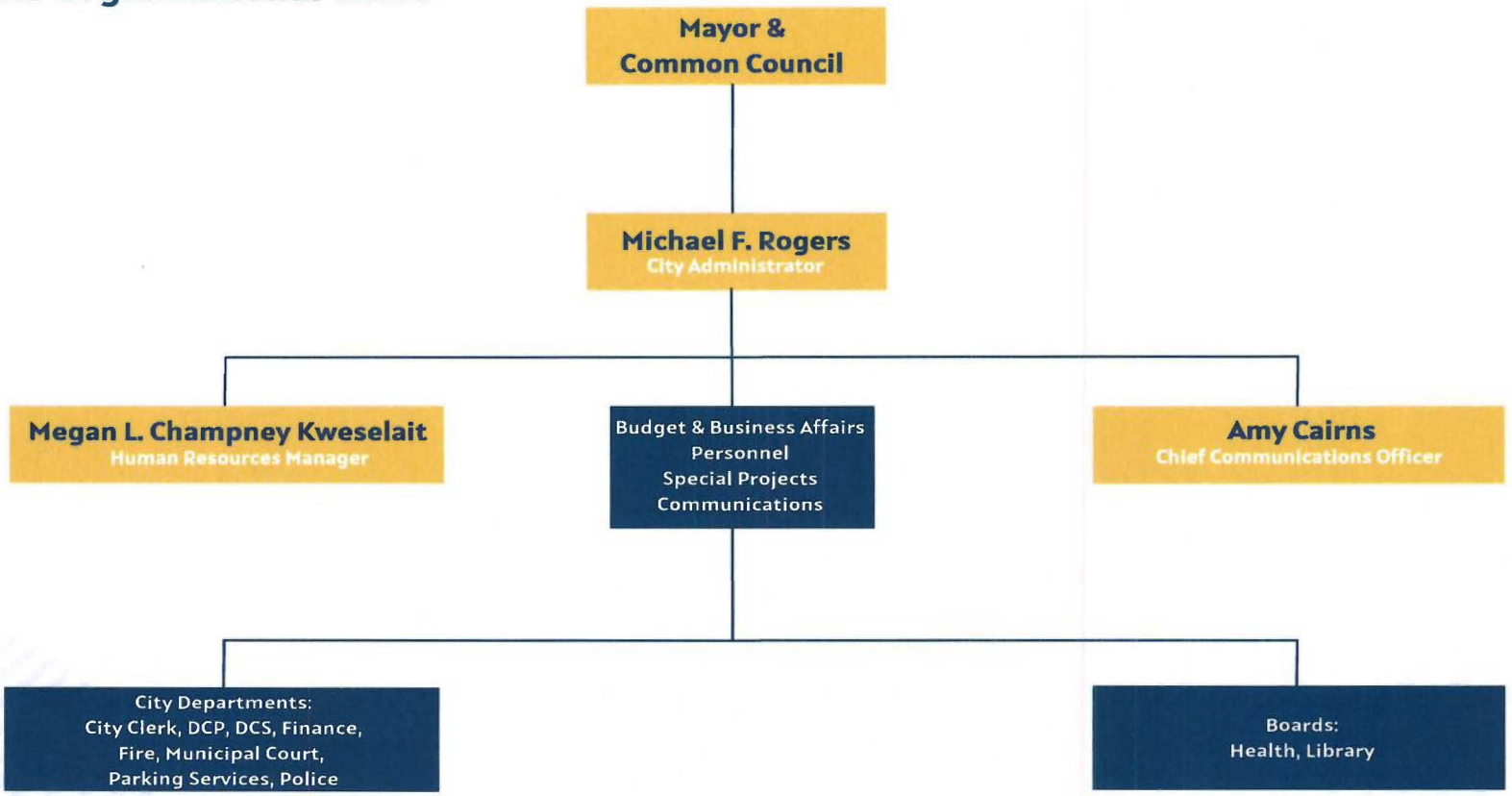
2,474 Reach **227** Likes **2** Comments **11** Shares **1** Save

The Summit Farmers Market is finally back! Head to the Park and Shop Lot on the corner of Woodland Avenue and Deforest Avenue today until 1PM. #summitnj @summitdowntown

2,431 Reach **237** Likes **7** Comments **20** Shares **4** Saves

❄⊠⊠ #summitnj

Office of the City Administrator
2023 Organizational Chart



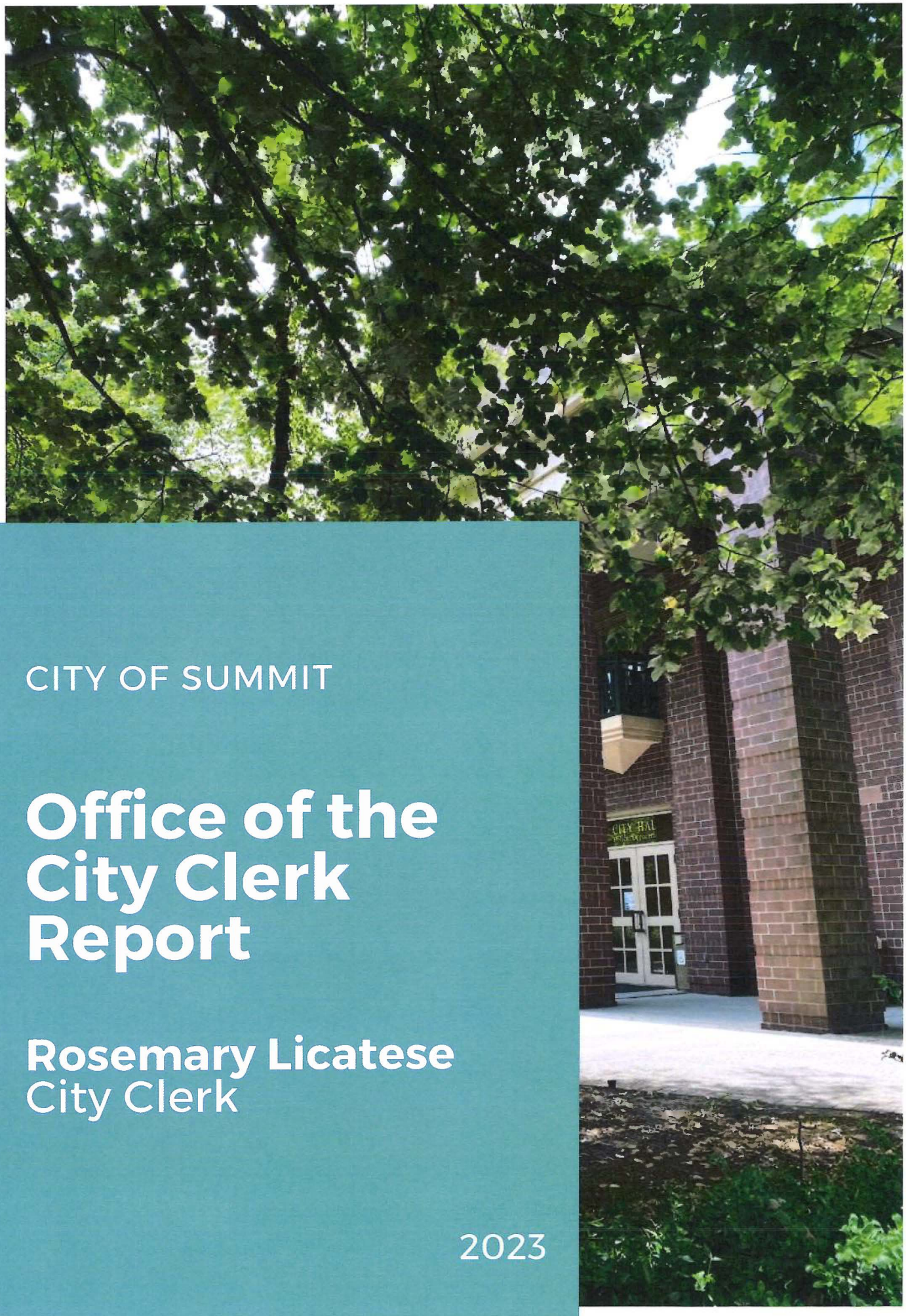
3 Full-Time Employees

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 414,428	$ 442,428 *	$ 429,129	$ 13,299	$ 442,352	$ 442,352	$ 27,924	6.74%
102	Part-Time	0	0	2,098	(2,097)	0	0	0	0.00%
103	Temporary Part-Time	23,040	23,040	32,783	(9,742)	42,200	42,200	19,160	83.16%
	Total Salary & Wages	**$ 437,468**	**$ 465,468**	**$ 464,009**	**$ 1,459**	**$ 484,552**	**$ 484,552**	**$ 47,084**	**10.76%**
	**Transferred $28,000 from Reserves for Salary Adjustment*								
	Other Expenses								
201	Supplies and Materials	$ 9,000	$ 9,000	$ 5,300	$ 3,700	$ 7,500	$ 7,500	$ (1,500)	-16.67%
301	Printing	7,000	7,000	5,280	1,720	12,000	12,000	5,000	71.43%
309	Miscellaneous Services	1,500	1,500	1,100	400	1,500	1,500	0	0.00%
500	Contract Services	42,000	42,000	42,000	0	42,000	42,000	0	0.00%
804	Training & Seminars	7,500	3,500 *	250	3,250	5,000	5,000	(2,500)	-33.33%
806	Memberships	3,000	3,000	1,190	1,810	3,000	3,000	0	0.00%
807	Subscriptions	1,000	1,000	192	808	1,000	1,000	0	0.00%
809	Conference & Meetings	5,000	5,000	2,589	2,411	5,000	5,000	0	0.00%
901	Muni Employee Background Checks	4,000	4,000	396	3,604	4,000	4,000	0	0.00%
	Total Other Expenses	**$ 80,000**	**$ 76,000**	**$ 58,297**	**$ 17,703**	**$ 81,000**	**$ 81,000**	**$ 1,000**	**1.25%**
	**Transferred $4,000 to Finance S&W*								
	Department Total	**$ 517,468**	**$ 541,468**	**$ 522,306**	**$ 19,162**	**$ 565,552**	**$ 565,552**	**$ 48,084**	**9.29%**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
100-001									
200	***Employee Assistance Program***	$ 5,600	$ 5,600	$ 5,600	$ 0	$ 5,600	$ 5,600	$ 0	*0.00%*
100-002	***Postage - Other Expenses***								
201	Postage	$ 43,000	$ 43,000	$ 40,870	$ 2,130	$ 45,000	$ 45,000	$ 2,000	*4.65%*
202	Postage Meter	1,000	1,000	0	1,000	1,000	1,000	0	*0.00%*
203	Postage Machine	13,000	11,000 *	9,825	1,175	10,000	10,000	(3,000)	*-23.08%*
204	Postage Fedex	750	750	238	512	600	600	(150)	*-20.00%*
	Total Other Expenses	$ 57,750	$ 55,750	$ 50,933	$ 4,817	$ 56,600	$ 56,600	$ (1,150)	*-1.99%*
		**Transferred $2,000 to Pool S&W*							
100-003									
200	***Physical Exams - Municipal Employees***	$ 24,000	$ 24,000	$ 18,204	$ 5,796	$ 24,000	$ 24,000	$ 0	*0.00%*
20-100-000	**ADMINISTRATIVE & EXECUTIVE**								
100-000	**Administrative & Executive**								
100-004	***Technology - Other Expenses***								
200	Other Expenses	$ 500	$ 500	$ 0	$ 500	$ 500	$ 500	$ 0	*0.00%*
210	Operation Support (Shared Svcs Agreement)	100,000	100,000	99,800	200	101,796	101,796	1,796	*1.80%*
230	Equipment & Hardware	15,000	20,000	19,613	387	15,000	15,000	0	*0.00%*
240	Supplies & Materials	2,500	2,500	0	2,500	2,500	2,500	0	*0.00%*
250	Tech & Software Licenses	112,000	112,000	118,567	(6,567)	120,000	120,000	8,000	*7.14%*
500	Contract Services	20,000	20,000	5,760	14,240	20,000	20,000	0	*0.00%*
804	Training & Seminars	5,000	0	0	0	5,000	5,000	0	*0.00%*
	Total Other Expenses	$ 255,000	$ 255,000	$ 243,740	$ 11,260	$ 264,796	$ 264,796	$ 9,796	*3.84%*
100-005									
200	***HomeTowne TV Service Agreement***	$ 83,000	$ 83,000	$ 83,000	$ 0	$ 68,761	$ 68,761	$ (14,239)	*-17.16%*
30-420-000									
210	***Employee Appreciation Events***	$ 3,000	$ 3,000	$ 0	$ 3,000	$ 3,000	$ 3,000	$ 0	*0.00%*
	Overall Admin. & Exec. Total	$ 945,818	$ 967,818	$ 923,783	$ 44,036	$ 988,309	$ 988,309	$ 42,491	*4.49%*

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Cairns, Amy	Full-Time	Chief Communications Officer	$ 112,002	$ 118,903	16	17-19	$ 0	$ 118,903
Champney Kweselait, Megan	Full-Time	Human Resources Manager	105,054	107,530	15	17	0	107,530
Rogers, Michael	Full-Time	City Administrator	211,277	216,031	21	19	0	216,031
	Salaries & Wages Total		**$ 428,333**	**$ 442,464**			**$ 0**	**$ 442,464**

CITY CLERK



CITY OF SUMMIT

Office of the City Clerk Report

Rosemary Licatese
City Clerk

2023

Introduction

WHAT WE DO

The City Clerk serves as the secretary to the municipal corporation and the governing body. The office administers local elections and provides several administrative and community relations services.

As secretary to the governing body, the City Clerk coordinates and attends all Common Council meetings, prepares the agendas and minutes and a majority of the ordinances and resolutions, and maintains official city files and records. The office is the keeper of the official city seal.

The City Clerk receives, distributes, and assigns all correspondence on behalf of the Mayor and Common Council.

The Office of the City Clerk processes and issues licenses and permits including, but not limited to, restaurants, raffles, liquor, taxi/limo, and peddlers.

The City Clerk also acts as a general liaison to all city volunteer boards.

OUR FOCUS

The City Clerk's Office is diverse in its responsibilities, from preparing and processing ordinances and resolutions of the governing body, coordinating regular and special meetings for council, processing and issuing permits and licenses, complying with state mandates, to overseeing local elections. It serves as the hub of municipal government, working with all city departments in the day-to-day operation of the city.

OBJECTIVES

OBJECTIVE 1 Assist City Departments with Operational Needs

OBJECTIVE 2 Provide Exemplary Customer Service

OBJECTIVE 3 Records Management/Access to Public Records

OBJECTIVE 4 Technology Upgrades

OBJECTIVE 5 Training Initiative

2023 Performance Objectives and Goals

OBJECTIVE 1 Assist City Departments with Operational Needs

Goal 1A Assist departments in obtaining the necessary permissions, authorizations, and approvals needed for purchasing, contracting, and regulatory purposes through ordinances and resolutions.

Goal 1B Ensure timely response to requests for information and provide efficient retrieval of archived records.

While the number of requested ordinances and resolutions varies from year to year, in 2022, the City Clerk's Office processed 462 resolutions, 16 regulatory ordinances, six bond ordinances, and between 40 and 45 non-purchasing-related contracts. Proficiency in composition is required for the writing of resolutions and ordinances. and City Clerk staff must diligently follow-up with municipal, county, and state agencies for the placement of legal advertisements, processing of signatures, and researching of state and local regulations, when necessary.

The Clerk's Office will continue to work with all departments in the processing of their requests for regulation through resolutions and ordinances. Since January 2018, all bid-related processes and documents are managed by the Qualified Purchasing Agent (QPA) in the Finance Department.

City Clerk staff continue to work with all departments to process permissions for council action through resolutions and ordinances.

The Office of the City Clerk established a procedure of digitizing a significant number of its records. This process has allowed for efficient management and retrieval of documents, in response to OPRA requests, and research requested by city departments, elected officials, as well as professionals and the public at large.

2023 Performance Objectives and Goals

OBJECTIVE 2 Provide Exemplary Customer Service

Goal 2A Provide timely assistance and response to the public, including applicants who need to obtain licenses or permits issued by the City Clerk's Office.

In 2022, the City Clerk's Office processed over 24 property use applications for over 40 events scheduled on city property and approximately 270 licenses consisting of restaurant/food establishments licenses, filming permits, sidewalk café permits, outdoor dining permits, parklets, peddler's licenses, taxi and limousine licenses, raffles, and liquor licenses. All applicants are treated with courtesy and respect. Understanding that many of these licenses impact the livelihood of businesses, City Clerk staff go to great lengths to process these applications as efficiently and expeditiously as possible, which often requires multiple follow-ups with the applicant and/or city departments.

The office processed applications and supervised the review processes for a total of 23 sidewalk cafés, nine additional agreements associated with restaurant liquor licenses, and 11 parklet/outdoor dining and non-dining outdoor spaces.

To provide added convenience to business owners and the public, the City Clerk's office has explored the process for accepting payments by check and credit cards for permit/license fees. With the guidance and assistance of the City Treasurer/Chief Financial Officer, the City Clerk's Office is working on the implementation of a check and credit card payment process. The office expects to have the process in place sometime during the first quarter of 2023.

The City Clerk's Office will continue to explore ways to streamline processes and provide exemplary service to the public.

2023 Performance Objectives and Goals

OBJECTIVE 3 Records Management/Access to Public Records

Goal 3A Continue to assist city departments in best practices for the management of active and archived records.

Goal 3B Continue the process of organizing, digitizing, and maximizing storage space in the records storage area in the City Hall basement.

Records Management

As the Custodian of Records, the City Clerk manages both active and archived records. The City Clerk is responsible for maintaining public records and knowing when to purge records and adhering to the procedure for obtaining necessary permission from the State of New Jersey once certain records have reached their scheduled retention period.

The City Clerk's Office continually strives to optimize its limited physical storage space through the regular purging of records. The office routinely scans all permanent council-related records (agendas, minutes, resolutions, and ordinances) into a digital imaging system certified by the State of New Jersey since 1999.

To further reinforce the importance of good records management, the City Clerk's Office continues to meet with city departments to discuss, implement, and maintain best practices for proper records management, which is a critical part of efficient storage and successful retrieval of records. This is especially important when responding to OPRA requests.

In 2022 the City Clerk's Office completed a two-year, multi-phase project to archive records in the City Hall basement storage space. A cooperative effort by all city departments was vital to the success of this project. As a result, the storage area space in the basement was maximized by installing permanent mobile shelving, which has allowed for better organization and a safe and easy retrieval of records. The project was funded by a Union County grant. The City Clerk's Office will continue to assist city departments in managing records inventory and help implement best practices in the use of standardized labeling of records. By ensuring that all containers are properly marked, accounted for and accessible, they can be easily identified when they have reached full retention and disposed of according to state regulations. The City Clerk's Office continues to enhance the standard operating procedure for proper records management.

2023 Performance Objectives and Goals

Access to Public Records

As part of its ongoing effort to centralize, manage, and track all OPRA requests, the City Clerk's Office implemented a new software application in March of 2019. The software provides paperless processing of requests for public records, which has proven to be user-friendly for both staff and the public. The process has allowed for better management and tracking of the progress and disposition for all records requests received in the city. Since implementing this software, the City Clerk's Office continues to see a significant increase in the number of OPRA requests received and processed. In 2019, the office processed approximately 700 OPRA requests. In 2023, over 1,360 OPRA requests were received and processed.

Digitizing

Since 1999 the City Clerk's Office has been digitizing permanent documents, such as resolutions, ordinances, agendas, and minutes, into its state-certified imaging system. In 2023, the goal of the City Clerk's Office is to continue scanning archived documents into the imaging system. The City Clerk's Office is currently working with city departments to implement similar scanning procedures for their respective records. Digitizing records has played a complex and critical role in the retrieval of records and has contributed to efficient and timely responses to OPRA requests.

2023 Performance Objectives and Goals

OBJECTIVE 4 Technology Upgrades

Goal 4A Replace existing audio/visual (AV) equipment in the Council Chamber, using state-of-the-art technology, including the accommodation of hybrid virtual/in-person meeting capability.

Upon returning to in-person council meetings in 2021, the public indicated its desire to have the option to participate in council meetings virtually. Although the State of New Jersey has not yet opined or issued guidance on conducting virtual meetings, at the direction of Common Council, the City Clerk was tasked with exploring technology that would allow a hybrid meeting model.

The challenge was to implement new technology with an aging AV system. While council currently has limited ability to implement a hybrid model to accommodate members of the governing body to attend virtually, there are frequent issues with the existing technology. The current AV system is approximately 16 years old and often requires service as it has become undependable. In consultation with the city's IT manager and outside contractors, the City Clerk's Office has contracted with a vendor to replace the existing equipment. The project is temporarily stalled due to supply chain issues. Upon receiving all necessary components of the upgrade, the vendor will be able to move forward with the project, which will be supervised by both the City Clerk and the city's IT manager. While the upgrade will include the capability of a hybrid model, the city would only implement a hybrid format of public meetings after receiving relevant guidance from the State of New Jersey and the City Solicitor.

The City Clerk and the IT Manager hope to have a new system in place by fall of 2023, subject to receiving all components necessary for the upgrade.

2023 Performance Objectives and Goals

Goal 4B Implement Paperless Conference Room Schedules, Mayor's Office Schedule, and City Hall Calendar Management

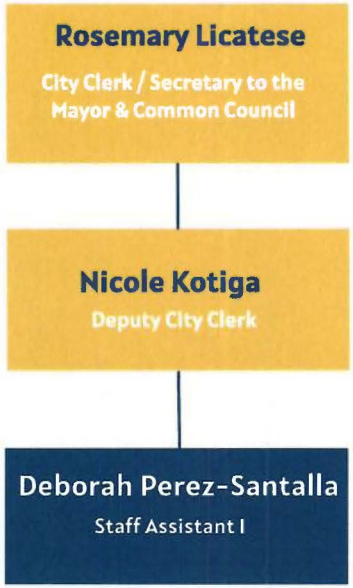
The City Clerk's Office has explored a more efficient, paperless solution for sharing the City Hall conference room meeting schedules. Currently, outside each conference room there is a paper list showing scheduled meetings for the week. The challenge lies with constant changes to the meeting schedules, due to cancellations or the addition of new meetings. As a result, the City Clerk's Office will be replacing paper lists using electronic flat screens to display the weekly meeting schedule in digital format. This transition will be accomplished by the end of the first quarter this year.

The implementation of this technology will reduce the use of paper and provide a more efficient way of updating conference room meeting schedules in real time and sharing the most up-to-date information for staff and visitors of City Hall.

Objective 5 Training Initiative

The City Clerk and Councilmember Hairston recognized a need to provide guidance and training to its most treasured resource, citizen volunteers. The City Clerk and Councilmember Hairston are collaborating with Rutgers University to develop a guide, through in-person training and a recorded tutorial for all new and current volunteers appointed to city boards, commissions, and committees. The objective is to provide appointees with tools that will help them navigate and enhance their volunteer service, and hopefully make it a rewarding experience. The City Clerk, along with members of the Law/Labor Committee and Administrative Policies and Community Relations Committee will work with Rutgers to develop and implement volunteer training by fall 2023.

Office of the City Clerk
2023 Organizational Chart



3 Full-Time Employees

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 257,916	$ 257,916	$ 261,825	$ (3,909)	$ 270,801	$ 270,801	$ 12,885	*5.00%*
102	Part-Time	20,000	0 *	0	0	20,000	20,000	0	*100.00%*
103	Temporary	15,000	0 **	0	0	20,000	20,000	5,000	*33.33%*
114-115	Election Expenses	15,000	15,000	4,325	10,675	10,000	10,000	(5,000)	*-33.33%*
	Total Salary & Wages	**$ 307,916**	**$ 272,916**	**$ 266,150**	**$ 6,766**	**$ 320,801**	**$ 320,801**	***$ 12,885***	***4.18%***
	** Transferred $5,000 to Pool S&W, $5,000 to Heating Oil & $10,000 to Diesel Fuel*								
	***Transferred $2,000 to Health S&W and $13,000 to Natural Gas*								
	Other Expenses								
201	Supplies and Materials	$ 24,000	$ 22,300	$ 10,102	$ 12,198	$ 22,300	$ 22,300	$ (1,700)	*-7.08%*
202	Mayor Expenses	2,000	2,000	1,450	550	2,000	2,000	0	*0.00%*
209	Miscellaneous Services	3,000	3,000	2,359	641	2,000	2,000	(1,000)	*-33.33%*
210	Legal Advertising	8,000	8,000	3,641	4,359	6,000	6,000	(2,000)	*-25.00%*
212	Dues	2,600	2,600	1,703	897	2,700	2,700	100	*3.85%*
213	Miscellaneous Boards	500	500	0	500	500	500	0	*0.00%*
214	Election Expense	26,500	28,200	28,259	(59)	33,000	33,000	6,500	*24.53%*
403	Equipment Service	17,500	17,500	11,785	5,715	15,000	15,000	(2,500)	*-14.29%*
429	Lease Equipment	8,200	8,200	7,176	1,024	10,000	10,000	1,800	*21.95%*
500	Contract Service	30,000	30,000	25,664	4,336	40,000	40,000	10,000	*33.33%*
700	Equipment	3,000	3,000	0	3,000	3,000	3,000	0	*0.00%*
808	Travel/Personal Expenses	750	750	0	750	750	750	0	*0.00%*
809	Conference & Meetings	7,000	7,000	854	6,146	5,000	5,000	(2,000)	*-28.57%*
811	Conference & Meetings Elected Officials	8,500	8,500	5,517	2,983	8,500	8,500	0	*0.00%*
	Total Other Expenses	**$ 141,550**	**$ 141,550**	**$ 98,510**	**$ 43,040**	**$ 150,750**	**$ 150,750**	**$ 9,200**	***6.50%***
	Department Total	**$ 449,466**	**$ 414,466**	**$ 364,660**	**$ 49,806**	**$ 471,551**	**$ 471,551**	**$ 22,085**	***4.91%***
120-001 200	***Codification of Ordinances***	**$ 12,000**	**$ 12,000**	**$ 2,195**	**$ 9,805**	**$ 14,000**	**$ 14,000**	**$ 2,000**	***16.67%***
	Overall City Clerk Total	**$ 461,466**	**$ 426,466**	**$ 366,855**	**$ 59,611**	**$ 485,551**	**$ 485,551**	**$ 24,085**	***5.22%***

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Licatese, Rosalia	Full-Time	City Clerk/Sec. to Mayor & Council	$ 146,461	$ 139,156	17	19	$ 13,916	$ 153,072
Perez-Santalla, Debbie	Full-Time	Staff Assistant I	42,078	46,170	6	1-3	0	46,170
Kotiga, Nicole	Full-Time	Deputy City Clerk	69,377	71,559	12	4-6	0	71,559
	Salaries & Wages Total		**$ 257,916**	**$ 256,885**			**$ 13,916**	**$ 270,801**

LEGAL SERVICES

Legal Services
2023 Organizational Chart

Michael Mitzner
P/T Municipal Prosecutor

August Santore
P/T Public Defender

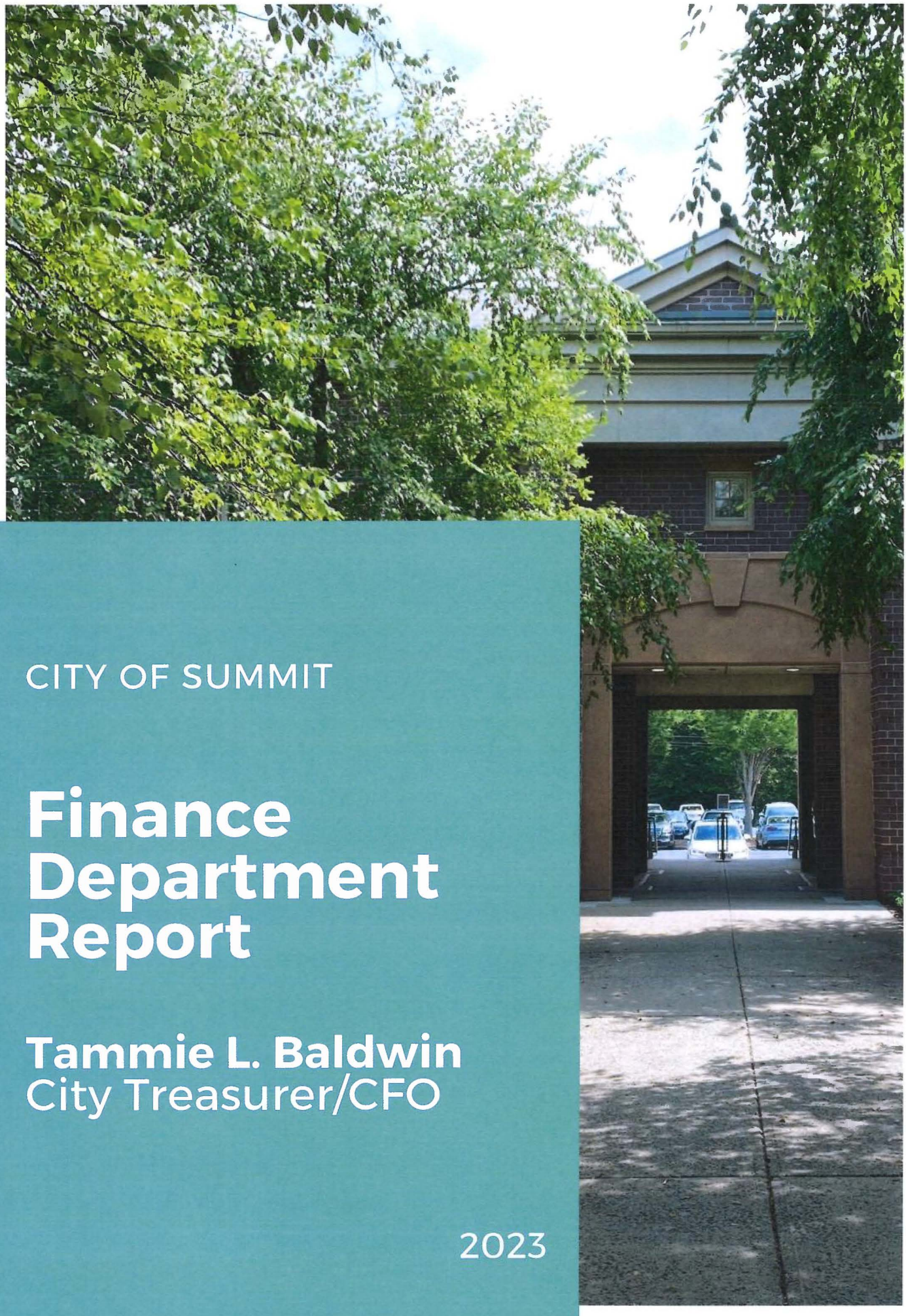
2 Part-Time Employees

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	Salaries and Wages								
101	Payroll	$ 38,915	$ 38,915	$ 37,418	$ 1,497	$ 39,791	$ 39,791	$ 876	2.25%
	Total Salary & Wages	$ 38,915	$ 38,915	$ 37,418	$ 1,497	$ 39,791	$ 39,791	$ 876	2.25%
	Other Expenses								
500	Contract Services	$ 240,000	$ 240,000	$ 240,000	$ 0	$ 240,000	$ 240,000	$ 0	0.00%
509	Miscellaneous Services	10,000	10,000	10,000	0	10,000	10,000	0	0.00%
	Total Other Expenses	$ 250,000	$ 250,000	$ 250,000	$ 0	$ 250,000	$ 250,000	$ 0	0.00%
	Department Total	$ 288,915	$ 288,915	$ 287,418	$ 1,497	$ 289,791	$ 289,791	$ 876	0.30%
43-495-000									
101	***Public Defender***	$ 8,500	$ 8,815 *	$ 8,815	$ 0	$ 9,137	$ 9,137	$ 637	7.49%
		**Transferred $315 from Court OE*							
	Overall Legal Services Total	$ 297,415	$ 297,730	$ 296,233	$ 1,497	$ 298,928	$ 298,928	$ 1,513	0.51%

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
Mitzner, Michael	Part-Time	Prosecutor	$ 38,915	$ 39,791			$ 0	$ 39,791
	Salaries & Wages Total		**$ 38,915**	**$ 39,791**			**$ 0**	**$ 39,791**
Santore, August	Part-Time	Public Defender	$ 8,500	$ 14,637 *			$ 0	$ 9,137
	Salaries & Wages Total		**$ 8,500**	**$ 14,637**			**$ 0**	**$ 9,137**

** $5,500 of Public Defender salary to be paid from Public Defender Trust*

FINANCE



CITY OF SUMMIT

Finance Department Report

Tammie L. Baldwin
City Treasurer/CFO

2023

Introduction

WHAT WE DO

The Finance Department consists of four offices:

The **Office of the Tax Collector** is responsible for the collection of city tax levies. In 2022, the total tax levy was over $139 million, with an additional sewer utility levy of over $4.5 million. The office consistently maintains a collection rate of over 99%.

The **Office of the Tax Assessor** maintains the property assessment records and is responsible for the fair valuation of all properties within the city. The assessor also handles appeals to property assessed values, interacting with property owners and county and state tax courts as needed.

The **Office of the Purchasing Agent** ensures that municipal purchasing functions follow current procurement laws and assists staff and vendors with purchasing-related issues.

The **Office of the City Treasurer** maintains the financial records for the city. It manages cash flow, issues payroll, reconciles all bank accounts, records, deposits, assists in budget preparation and pays bills. Interfacing with all other departments, it assists and supports daily staff operations.

OUR FOCUS

The Finance Department oversees all fiscal activities of the city. The office is charged with ensuring compliance with all statutes, rules, regulations, and directives. The office administers city tax and revenue laws fairly, transparently, and efficiently to instill public confidence while providing exceptional customer service.

SERVICES

Provide Excellent Service

All four divisions of the department strive to consistently provide information, assistance, and support to residents, businesses, the public, and all city employees.

Fiscal Responsibility

- Provide a stable municipal tax rate and secure existing AAA rating.
- Examine bank accounts daily to ensure adequate balances are maintained.
- Reconcile accounts monthly, verifying department deposit reports and accounting for issued payments.
- Prepare and file fiscal reports as required by statute.
- Maintain the city's internal control system.

Financial Management

Maintain a flexible financial model that balances long- and short-term needs. With input from bond counsel and financial advisors, and with advice from municipal auditors, financial plans are prepared and submitted to Common Council for approval. These plans, and any debt service associated with them, are reviewed and evaluated. Resulting decisions take into consideration both the effect on the municipal budget and the need, welfare, and safety of the community.

2022 Performance Goals Review

Office of the Tax Collector

The Office of the Tax Collector is committed to providing outstanding customer service. In their interactions with staff in City Hall and over the phone, taxpayers are treated with patience and respect. The primary responsibility of this office is the timely billing and collection of property taxes, processing of delinquent notices as needed, daily recording and depositing of funds, and timely filing of all statutory reports to the governing body and the state of New Jersey. The tax collector also researches tax payments for attorneys and title/tax search companies.

2022

- Tax Levy: **$138,940,438**
- Added & Omitted: **$905,961**
- Tax Collection Rate: **99.77%**

- Domestic sewer utility billing resulted in a levy of $3,558,876 for Summit, and a levy of $863,061 for New Providence.
- Special assessments billed and recorded for 19 confirmed open assessments.
- Through the tax sale, two parcels were sold with a premium collected of $163,900.
- Processed 16 tax court and seven county board judgments.

Office of the Tax Assessor

The Tax Assessor is responsible for the fair assessment of all real property within the municipality in order for the tax burden to be equally distributed. One of the best ways to accomplish this is with a revaluation. A revaluation is where assessments and market values are the same for that year, all based on market data from the same time frame.

In 2022, the Office of the Tax Assessor processed almost 2,100 permits received from the building department. More than 500 of those permits were evaluated resulting in 333 receiving an added assessment or value change from a property record review. 203 permits were reviewed and had no change in assessment.

The 2022 Union County Tax Board appeals showed a decrease in the number of cases filed (34) as compared to the previous year (67). Ten cases were settled with a stipulated agreement. Their total assessment was $11,632,300 with an adjusted assessment of $1,119,000 (9.6%), or $47,927 of taxes refunded. The total assessment value of all cases under appeal was $25,697,000 resulting in an adjustment of $1,119,000 at 4.4%. The remaining cases (24) were resolved by withdrawal (10), dismissed (1), affirmed (5), or affirmed to tax court (8), with no change in assessment. All the cases affirmed to tax court have previous years under appeal, and no new properties filed cases at this level.

On the state tax court level, 30 cases were filed that included eight which came from the county tax board. However, 54 cases were resolved. 16 of the cases were resolved by stipulation agreement (15) and the freeze act (1). Their total assessment under appeal was $54,112,600 and had an adjusted assessment of $7,272,800 (13.4%) with $315,660 of total tax refunds. The total assessment of all (54) cases resolved was $119,214,700 or 6.1% of the $7,272,800 adjusted assessment. The remaining cases (38) were dismissed (2) or withdrawn (36) with no change in assessment. Currently, there are 76 cases still open, of which 22 resolved cases are either pending a signed stipulation or pending a judgement. This leaves 54 open cases going forward.

The results of these efforts are a net assessed value change of over $34.7 million going into 2023.

Office of the Purchasing Agent

The purchasing agent is responsible for overseeing municipal purchasing activities in accordance with applicable laws, assisting staff in identifying the most efficient, cost-effective purchasing solutions, and helping vendors to navigate the complexities of public procurement laws. By maintaining open communication and conducting regular meetings with each department, the purchasing agent assists with individual department needs and evaluates city-wide needs on an ongoing basis. Several multi-year goods and services contracts have been awarded, establishing standard pricing systems which allow departments to obtain quotes without conducting formal bids each time goods or services are needed, saving staff significant time and resources.

With a Qualified Purchasing Agent, the city raised its bid threshold to $44,000, the maximum currently allowed by state law. The purchasing agent ensures all purchases that fall under this threshold follow all applicable laws. This results in a cost savings for the city when purchases proceed without delay, need for formal action, preparation of formal specifications or Requests for Proposals (RFP), or paid legal advertisements.

The purchasing agent also maintains the purchasing page on the city website, adding bid summaries and notifications of award, bid opportunities, RFPs, and other relevant purchasing-related information. Making this frequently requested information more readily available to the public eliminates the need for staff to address individual requests.

Office of the City Treasurer

The Office of the City Treasurer oversees and coordinates the financial management of the city. Its internal goal is to assist all departments as they interface with the financial processing system. The treasurer's office strives to provide timely financial information and assistance to city residents, businesses, and the public.

The annual debt statement, supplemental debt statements, annual financial statement, budget document, user-friendly budget, and best practices worksheet were filed as required by the State of New Jersey in 2022, and in a timely manner.

The annual audit for the fiscal year 2021 (received in 2022) contained no recommendations. This is quite an accomplishment for the finance department. With no recommendations, there were no repeat comments. There is no need for a Corrective Action Plan (CAP) for 2021 because there were no recommendations; all previous years' recommendations have been addressed.

In 2022, the treasurer's office issued serial bonds in the amount of $33,398,000 with a true interest cost (TIC) of 3.63% and a premium of $1,669,000, bringing the net interest cost (NIC) to 3.73%. These bonds included capital projects approved in 2019 through 2022. Additionally, the treasurer's office issued bond anticipation notes (BANs) in the amount of $1,476,000 with a coupon interest rate of 4.0%. This BAN is specific to the acquisition of Cedar Steet and was removed from the bond sale due to tax implications of permanent financing regarding this project.

2023 Performance Goals

1

Maintain a stable municipal tax rate, AAA credit rating, and secure long- and short-term financing through issuance of general serial bonds and bond anticipation notes.

2

Revise and update the finance department processing and procedures manual.

3

Begin implementation and finalize the city user manual for the procurement card program.

4

Establish additional city-wide contracts for goods or services to maximize the potential of contracted services.

5

Review banking solutions for escrow accounts and implement best practices.

6

Research feasibility and efficiency of instituting a mobile tablet system for Tax Assessor data collection in field work.

2023 Performance Goals

7

Scan and archive documents for revaluation preparedness.

8

Begin comprehensive review and revision of City Purchasing Manual, policies, and procedures.

9

Continue development of Monthly Cash Flow Report.

10

Creation of vendor information section on city website with current laws, forms, terms and conditions, and other relevant information needed to conduct business with the city.

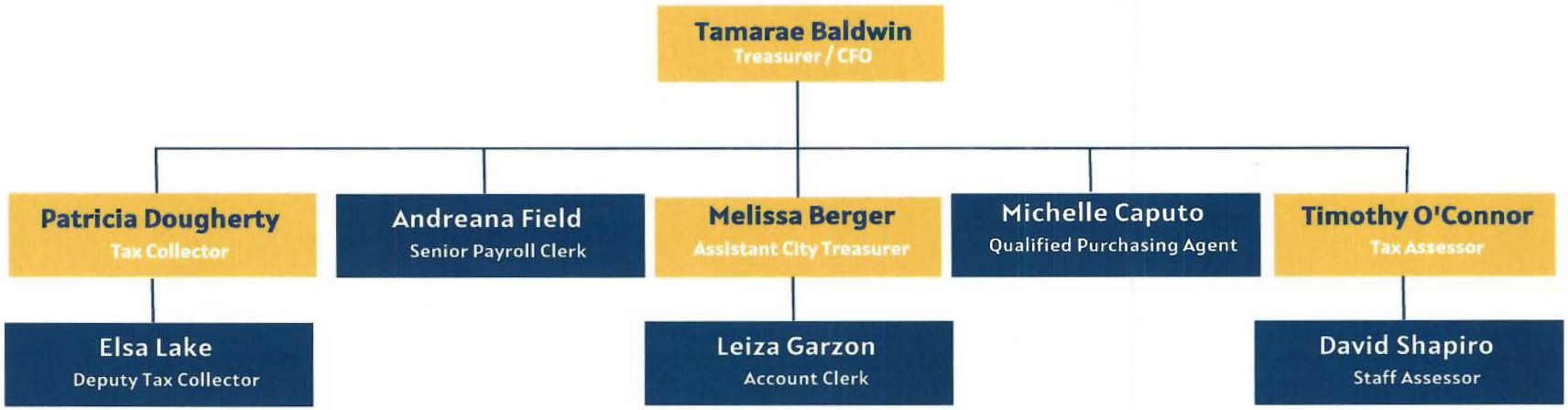
11

Implementation of Daniel's Law where applicable and requested (tax offices).

12

Examine city's credit card processing services and work to achieve savings where possible.

Finance Department
2023 Organizational Chart



9 Full-Time Employees

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 476,482	$ 480,782 *	$ 480,764	$ 18	$ 503,462	$ 503,462	$ 26,980	*5.66%*
102	Part-Time	0	0	0	0	0	0	0	*0.00%*
110	Overtime	0	0	0	0	0	0	0	*0.00%*
	Total Salary & Wages	**$ 476,482**	**$ 480,782**	**$ 480,764**	**$ 18**	**$ 503,462**	**$ 503,462**	**$ 26,980**	***5.66%***
	Other Expenses	**Transferred $4,000 from Admin & Exec OE & $300 from Golf OE*							
201	Supplies and Materials	$ 5,500	$ 5,500	$ 1,482	$ 4,018	$ 3,500	$ 3,500	$ (2,000)	*-36.36%*
403	Financial Software Maintenance	8,500	8,500	10,381	(1,881)	16,000	16,000	7,500	*88.24%*
450	Financial Advisor Services	11,000	11,000	750	10,250	8,000	8,000	(3,000)	*-27.27%*
500	Fixed Assets/OPEB Report	4,000	4,000	1,450	2,550	4,000	4,000	0	*0.00%*
501	Payroll Services (Clearing Acct)	20,000	20,000	17,122	2,878	20,000	20,000	0	*0.00%*
502	Alarm Registration Merchant Fees	2,200	2,200	248	1,952	2,000	2,000	(200)	*-9.09%*
503	Court Merchant Fees (Fees Acct)	2,500	2,500	1,841	659	2,500	2,500	0	*0.00%*
505	Additional Financial Services	18,000	18,000	11,710	6,290	16,000	16,000	(2,000)	*-11.11%*
506	Flex Account Fees	850	850	780	70	850	850	0	*0.00%*
808	Travel Expenses	200	200	160	40	200	200	0	*0.00%*
809	Conferences/Meetings/Dues/Training	7,000	7,000	6,412	588	7,501	7,501	501	*7.16%*
840	Miscellaneous	300	300	380	(80)	300	300	0	*0.00%*
	Total Other Expenses	**$ 80,050**	**$ 80,050**	**$ 52,716**	**$ 27,334**	**$ 80,851**	**$ 80,851**	**$ 801**	***1.00%***
	Department Total	**$ 556,532**	**$ 560,832**	**$ 533,480**	**$ 27,352**	**$ 584,313**	**$ 584,313**	**$ 27,781**	***4.99%***
100-006	***Municipal Purchasing***								
201	Office Supplies	$ 200	$ 200	$ 170	$ 30	$ 200	$ 200	$ 0	*0.00%*
202	Copier Paper	6,000	6,000	4,337	1,663	5,000	5,000	(1,000)	*-16.67%*
203	Medical Supplies	100	100	56	44	100	100	0	*0.00%*
204	Office Water	5,500	5,500	3,960	1,540	4,500	4,500	(1,000)	*-18.18%*
	Total Other Expenses	**$ 11,800**	**$ 11,800**	**$ 8,523**	**$ 3,277**	**$ 9,800**	**$ 9,800**	**$ (2,000)**	***-16.95%***
20-135-000									
200	***Audit Services***	**$ 48,600**	**$ 48,600**	**$ 41,450**	**$ 7,150**	**$ 49,150**	**$ 49,150**	**$ 550**	***1.13%***
35-470-000									
10	***Contingent***	**$ 1,500**	**$ 1,500**	**$ 0**	**$ 1,500**	**$ 1,500**	**$ 1,500**	**$ 0**	***0.00%***
	Overall Financial Admin. Total	**$ 618,432**	**$ 622,732**	**$ 583,453**	**$ 39,279**	**$ 644,763**	**$ 644,763**	**$ 26,331**	***4.26%***

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Baldwin, Tamarae	Full-Time	Chief Financial Officer/Treasurer	$ 169,325	$ 180,887	18	19	$ 0	$ 180,887
Berger, Melissa	Full-Time	Assistant City Treasurer	105,054	107,418	14	19	0	107,418
Caputo, Michelle	Full-Time	Qualified Purchasing Agent	91,307	93,361	12	19	0	93,361
Field, Andreana	Full-Time	Senior Payroll Clerk	65,596	71,037	9	19	0	71,037
Garzon, Leiza	Full-Time	Finance Account Clerk	49,500	50,759	6	7	0	50,759
		Salaries & Wages Total	**$ 480,782**	**$ 503,462**			**$ 0**	**$ 503,462**

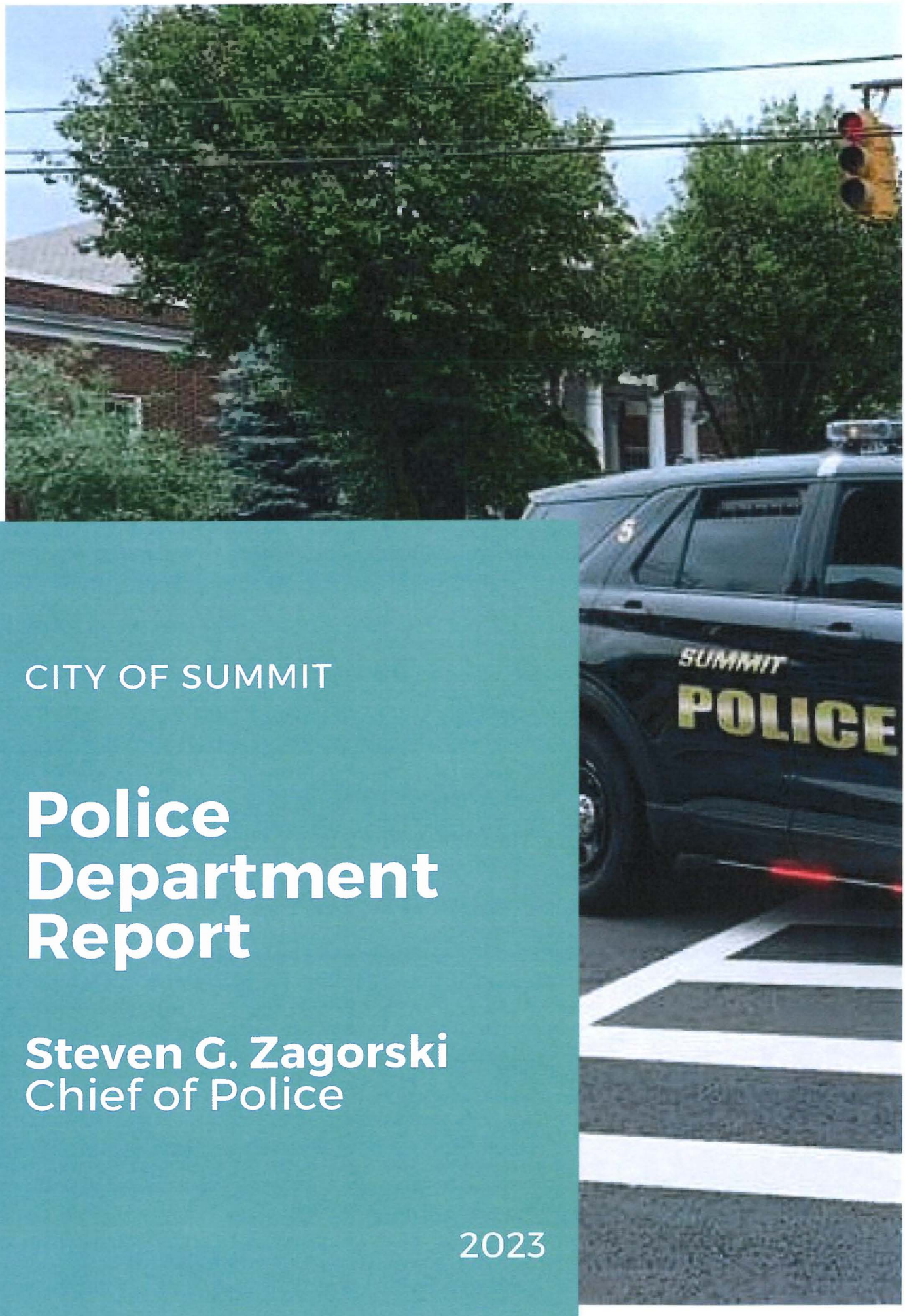
		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 170,891	$ 170,891	$ 170,891	$ 0	$ 176,369	$ 173,369	$ 2,478	1.45%
102	Part-Time	0	0	0	0	0	0	0	0.00%
	Total Salary & Wages	**$ 170,891**	**$ 170,891**	**$ 170,891**	**$ 0**	**$ 176,369**	**$ 173,369**	**$ 2,478**	**1.45%**
	Other Expenses								
201	Supplies and Materials	$ 3,500	$ 2,675	$ 1,172	$ 1,503	$ 2,500	$ 2,500	$ (1,000)	-28.57%
300	Printing Costs	5,000	5,000	3,773	1,227	4,000	4,000	(1,000)	-20.00%
500	Collection Software Fees	5,965	6,790	6,776	14	7,441	7,441	1,476	24.74%
501	Credit Card Set-up Costs	640	640	639	1	675	675	35	5.47%
502	Collector Services	2,250	2,250	2,250	0	2,750	2,750	500	22.22%
808	Travel Expenses	500	500	0	500	500	500	0	0.00%
809	Conferences/Meetings & Dues	1,500	1,500	1,383	117	2,000	2,000	500	33.33%
	Total Other Expenses	**$ 19,355**	**$ 19,355**	**$ 15,993**	**$ 3,362**	**$ 19,866**	**$ 19,866**	**$ 511**	**2.64%**
	Division Total	**$ 190,246**	**$ 190,246**	**$ 186,884**	**$ 3,362**	**$ 196,235**	**$ 193,235**	**$ 2,989**	**1.57%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
Resignation (12/22)	Full-Time	Deputy Tax Collector	$ 75,000	$ 0			$ 0	$ 0
Dougherty, Patricia	Full-Time	Tax Collector	95,891	101,369	14	18	0	101,369
Lake, Elsa	Full-Time	Deputy Tax Collector	0	72,000	12		0	72,000
	Salaries & Wages Total		**$ 95,891**	**$ 173,369**			**$ 0**	**$ 173,369**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 201,114	$ 201,114	$ 201,113	$ 1	$ 206,042	$ 206,042	$ 4,928	*2.45%*
102	Part-Time	1,500	0 *	0	0	1,500	1,500	0	*100.00%*
	Total Salary & Wages	**$ 202,614**	**$ 201,114**	**$ 201,113**	**$ 1**	**$ 207,542**	**$ 207,542**	**$ 4,928**	***2.43%***
		**Transferred $1,500 to Street Lighting*							
	Other Expenses								
201	Supplies and Materials	$ 2,500	$ 2,500	$ 88	$ 2,412	$ 1,500	$ 1,500	$ (1,000)	*-40.00%*
300	Office Services Quick Base	1,800	1,800	1,450	350	1,000	1,000	(800)	*-44.44%*
350	Field Inspections	5,000	5,000	0	5,000	2,500	2,500	(2,500)	*-50.00%*
500	Contract Services Appraisers	80,000	80,000	17,670	62,330	70,000	70,000	(10,000)	*-12.50%*
503	Contract Services Legal	0	0	0	0	0	0	0	*0.00%*
504	Tax Appeals Legal Services	135,000	135,000	96,488	38,512	135,000	125,000	(10,000)	*0.00%*
804	Appraisal Conference	2,500	2,500	0	2,500	2,500	2,500	0	*0.00%*
807	Subscriptions MLS	250	250	308	(57)	250	250	0	*0.00%*
808	Transportation	1,500	1,500	204	1,296	1,000	1,000	(500)	*-33.33%*
809	Assessor Conference	1,500	1,500	1,409	91	1,500	1,500	0	*0.00%*
	Total Other Expenses	**$ 230,050**	**$ 230,050**	**$ 117,616**	**$ 112,434**	**$ 215,250**	**$ 205,250**	**$ (24,800)**	***-10.78%***
	Division Total	**$ 432,664**	**$ 431,164**	**$ 318,729**	**$ 112,435**	**$ 422,792**	**$ 412,792**	**$ (19,872)**	***-4.59%***

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
O'Connor, Timothy	Full-Time	Tax Assessor	$ 124,268	$ 127,064	16	19	$ 0	$ 127,064
Shapiro, David	Full-Time	Staff Assessor	76,846	78,978	11	18	0	78,978
	Salaries & Wages Total		**$ 201,115**	**$ 206,042**			**$ 0**	**$ 206,042**

POLICE



CITY OF SUMMIT

Police Department Report

Steven G. Zagorski
Chief of Police

2023

Introduction

The Summit Police Department serves all residents and visitors to the City of Summit, maintaining a safe environment and delivering a wide array of public services.

WHAT WE DO

The Summit Police Department (SPD) is committed to providing a safe and secure community environment with the utmost integrity and respect. The personnel assigned to the police department patrol bureau and other investigative and specialized units protect life and deter crime while responding to emergency calls and impartially enforcing the law.

MISSION STATEMENT

The mission of the Summit Police Department is to maintain order and to preserve and protect the lives, peace and property of the citizens of Summit, and enforce the laws within the framework of the United States Constitution. The department and its individual members will, without favor or prejudice, work cooperatively with the public to maintain a safe community and enhance the quality of life for all citizens.

VALUE STATEMENT

The Summit Police Department's core values signify our role as leaders and role models in the Summit community, particularly in difficult times. All members of the department, both sworn and civilian, understand that we will be measured against these ideals and are expected to rise to these standards of integrity, personal courage, duty, loyalty, respect, and honor.

The Summit Police Department comprises 81 employees, including 48 sworn officers, 4 civilian support staff, and 29 part-time civilian crossing guards. Each day, the department commits to providing high-quality police services that are accessible to all members of the community.

The City of Summit covers six square miles of land area and over 84 miles of roadway. It is home to more than 22,000 residents across 8,190 housing units. Each day, more than 17,000 people commute into Summit, working in its 200 retail stores, restaurants, businesses, and corporate offices. The women and men of the Summit Police Department are called upon daily to provide a wide range of services to all who live in, work in, and visit the Summit.

In 2022, the Summit Police Department responded to 44,476 incidents - inclusive of over 22,000 public services. The greatest challenges continue to stem from the effects of the COVID-19 pandemic; including new territory involving a noticeable increase in calls surrounding mental health crises, domestic violence, and a significant increase in the city's homeless population. Working collectively with local organizations, city, county, and state agencies, the staff of the Summit Police Department continue to provide the highest standard of care when responding to calls for service.

On January 24, 2022, the agency welcomed back Officer Anthony Pyzik after a long, arduous recovery process from the critical injuries he sustained while on duty in April 2020. While on patrol in the early morning hours of April 21, 2020, Officer Pyzik's police vehicle was struck head-on by a suspect operating a stolen motor vehicle. Officer Pyzik sustained severe injuries including a dislocated and fractured hip and femur, fractured wrist, and arterial aneurysm. He spent many hours enduring rehabilitation from the seven surgeries required to repair his injuries, but with a steadfast display of strength and perseverance, he returned back to full duty in under two years.

On July 28, 2022, Mayor Nora Radest appointed a new Chief of Police to the agency, Steven Zagorski. He had been filling the role as Acting Chief of Police since December 2021. Alongside this change in command, the Summit Police Department also welcomed the promotions of Sergeant Charles Daly to the rank of Lieutenant, and Officers Brian Werthmann and Charles Robertson to the ranks of Sergeant. The agency saw several officers retire during 2022, including Chief Andrew Bartolotti, Captain Richard Proctor, Lieutenant David Richel, and Sergeant Peter Frank; all of whom had very successful careers with the agency. The agency also hired five new police officers to accommodate additional personnel changes that occurred throughout the year.

Obtained Agency Accreditation Certification

At the beginning of 2021, the department began a year-long process of becoming an Accredited Law Enforcement Agency. This certification is awarded to law enforcement agencies that demonstrate voluntary commitment to law enforcement excellence by embodying standards deemed essential to protect the life, health, safety, and rights of the citizens served, as well as exemplification of best professional practices in the conduct of its responsibilities. The final phase of the accreditation process was executed on February 21, 2022, which resulted in a successful recommendation from state assessors to achieve the certification on March 10, 2022, at the New Jersey State Association of Chiefs of Police (NJSACOP) Commission review hearing.

On March 10, 2022, the Summit Police Department was awarded accredited agency status by the NJSACOP. Chief Zagorski and Captain Ryan Peters were presented with the certificate of recognition at the March 19, 2022, Common Council meeting by members of the Law Enforcement Accreditation Program (LEAP).

Obtaining this achievement was a laborious task involving the extensive examination of all aspects of the agency departmental policy, procedure, management, operations, and support services to ensure compliance with all NJSACOP LEAP standards. Throughout the accreditation process, the Office of Professional Standards issued 62 Standard Operating Procedures (SOP) and one Rules and Regulation update. Many of the revised and/or new SOP's replaced older versions, which were ultimately archived.

Some of the benefits of obtaining accreditation status include greater accountability within the agency, reduced insurance risk and liability exposures, stronger defense against potential civil lawsuits, increased community advocacy, and confidence in responding to community needs. State accredited agencies may also be eligible for insurance rate discounts.

2023 Performance Goals

1 Comprehensive Policy and Procedure Review

The police department's policy and procedures are the foundation for all departmental operations. With the ever-changing landscape of policing, administration has committed to ensuring the agency operates under best practices in law enforcement and that its policies and procedures accurately reflect changes in legislation, case law, and fair and impartial policing within the community.

2 School Security

Continue to enhance the safety and security within Summit's school community by strengthening interoperability between public and private school facilities, the police department, and the emergency communications center.

Develop and institute a citywide school emergency digital radio network to allow for communication between public and private school communities during emergency events. This will inform all school facilities during an emergency event and allow school officials to take appropriate safety precautions. Additionally, this new communications network will directly connect law enforcement and the emergency communications center with each school facility.

2023 Performance Goals

3 Educational Safety Programs

The Community Policing Unit aims to increase the execution of educational safety programs to the public. This process will be carried out through a variety of avenues, including but not limited to, working with schools, local community groups (PTO, PAL, PEP, etc.), and faith-based organizations. The unit intends to address topics such as traffic and pedestrian safety, cyber security, drug and alcohol awareness (including vaping), and social media safety.

Expansion of the Community Policing Unit to include members of the Patrol Bureau. Supervised by the Community Services Bureau Lieutenant, this will allow for patrol bureau members to plan and execute community engagement activities with more flexibility and independence. Additionally, it will provide a career-building opportunity for younger officers looking to increase their professional experience while establishing community relationships.

4 Enhanced Training

Throughout 2022, the Summit Police Department increased training in a variety of areas. The department utilized federal funds to turn unused space in the basement of the police department into a defensive tactics training room. Officers are now required to participate in two eight-hour defensive tactics trainings a year, in addition to the required use-of-force training.

Supervisors were tasked with increasing line-up training, to include updates on Attorney General Directives, Case Law, and Standard Operating Procedures. Supervisors have also been tasked with debriefing critical incidents with responding officers shortly after an incident's resolution. The purpose of these after-action reviews is to identify areas of deficiency and/or concern, and then provide corrective action suggestions to officers.

In 2023, the Summit Police Department intends to continue maximizing use of local resources and increase training for officers.

2023 Performance Goals

5 Improve Administrative Services to Community

Develop and implement an online platform for residents to request certain administrative services from the police department. Services would include house checks, emergency contact information, filing non-crime related reports, and reporting of non-working street lights.

6 Emergency Notification System

Increase public awareness of the city's various emergency notification systems to improve communications during emergency incidents.

7 Increase Crime Prentive Measures

Develop strategies for increasing public awareness of crime prevention measures in an effort to prevent and deter criminal activity in the community.

Develop a community-based home surveillance network to allow residents to collaborate with the police in the deterrence, detection, and investigation of criminal activity.

2023 Performance Goals

8 Enhance Pedestrian, Cyclist, and Vehicular Traffic Safety Measures

The Summit Police Department has previously been recognized as the recipient of the 2021 AAA Community Traffic Safety Gold Award for actions taken to create a safer environment for all roadway users in the community. The department continues to be committed to enforcing laws surrounding violations and providing education to the community on the topic of traffic safety.

To meet the demands generated by the high volume of motor vehicle, pedestrian, and cyclist traffic, and to improve traffic safety throughout the city, administration reworked the existing Traffic Unit into a Traffic Safety Bureau. The bureau works to improve education and enforcement, engineering and roadway safety, pedestrian safety, school crossing safety, and distracted driving.

9 Variable Message Board Replacement

As part of the police department's continuing goal to maintain traffic safety throughout the city, the use of a variable message board (VMB) has become a vital piece of equipment in daily operations. The Traffic Safety Bureau uses VMBs to redirect traffic around known hazards, alert the public to crucial safety messages, and enhance traffic calming measures throughout the city.

ORGANIZATION STRUCTURE

Office of the Chief of Police

The Office of the Chief is responsible for the overall leadership and delivery of public safety services within the City of Summit. Strategic and fiscal planning, policy development, labor relations, community relations, intergovernmental relations, and coordination with local, state, and federal agencies are among the responsibilities of the Office of the Chief.

Administrative Services Section

The Administrative Services Section aids the Chief of Police in all administrative areas in support of overall police services within the City of Summit. Areas of responsibility include:

Fiscal and Budget Management Section

- The Fiscal and Budget Management Section oversees day-to-day budget issues for the entire department and manages budgeting in the city's annual process.

Human Resources Section

- The Human Resources Section completes police department payroll operations, manages employee attendance records, maintains personnel files, and handles personnel issues. Responsibilities include serving as liaison to the city's human resources and finance departments in matters such as FMLA, accident and property loss reports, and workers' compensation.

Public Information / Media Relations

- The Public Information Officer (PIO) serves as the point of contact for news media and is responsible for creating and enabling communication between the police department and the public. The PIO ensures any statements released to the press and the public follow agency guidelines, are accurate, and are in keeping with official policy and laws.

Open Public Records Section (OPRA)

- The OPRA Section is responsible for the filling of all Open Public Record Act requests.

	2022	2021	2020
OPRA requests processed	**567**	**444**	**329**

Asset Forfeiture Section

- The Asset Forfeiture Section works in conjunction with the Union County Prosecutor's Office to ensure that all seized property resulting from criminal activity is accurately recorded in accordance with state law. This section is also responsible for quarterly reporting to the state's Division of Criminal Justice and annual reporting to the United States Department of Justice.

Office of Professional Standards

The Office of Professional Standards establishes the mission and core beliefs for the Summit Police Department. The primary focus of this office is dedicated to protecting the integrity of the department through ensuring adherence to ethical standards, performance criteria, and commitment to public service.

The Office of Professional Standards conducts a variety of investigations, including internal affairs matters, research for accreditation, pre-employment background, and the development of protocols for all in-service training.

The office is overseen by the Chief of Police and includes Commanders from the Operations and Support Services divisions, and supervisory support personnel from throughout the agency. The operational components of the office include:

Internal Affairs Section

- The Internal Affairs Section tracks and maintains records on all department allegations of employee misconduct, use of force, and vehicle pursuits. This section is responsible for investigating serious allegations of employee misconduct and handles internal investigations at the direction of the Police Chief.

Policy and Procedure Section

- The Policy and Procedure Section is responsible for ensuring agency policies and procedures are in line with best practice and current state, federal, and local laws. Members of this section work in partnership with the Accreditation Section.

Accreditation Section

- Accreditation is a voluntary, progressive, and time-proven process whereby a law enforcement agency enters into an agreement with an accrediting body to have their practices and policies reviewed, and to demonstrate agency compliance with established professional law enforcement standards and best practices. The Accreditation Section is responsible for managing the department's international and state accreditation efforts and conducts policy review.

Recruitment and Background Investigation Section

- The Recruitment and Background Investigations Section is responsible for finding eligible candidates for police department recruits and assisting them through the hiring process. Members of this section conduct thorough background investigations to ensure only the most qualified applicants are selected to join the department.

Training Section

- The Training Section is responsible for the planning, development, administration, and documentation of all police training programs for all sworn and civilian personnel. The goal of this section is to develop the knowledge, skills, and abilities of each officer to meet the challenges of contemporary policing.

Operations Division

The Operations Division is the largest complement of sworn personnel within the department. The division is led by a Police Captain and comprises the Patrol Bureau and Traffic Safety Bureau, each of which is managed by a Police Lieutenant and Police Sergeants who supervise the individual units, sections, programs, and officers. The supervisory personnel and uniformed officers within the division are considered frontline personnel, fulfilling the police department's goal of protecting and serving the City of Summit.

PATROL BUREAU

- The primary mission of the Patrol Bureau is to maintain the welfare and safety of those that live in, work in, and visit the City of Summit. Members of the Patrol Bureau are responsible for responding to calls for service, including all public assistance, EMS and fire calls, burglar alarms, and other criminal, motor vehicle, or quality of life issues. They patrol over 84 miles of Summit roadways, conducting residential and commercial property checks and directed patrols in response to identified trends. The Patrol Bureau assists the Traffic Safety Bureau with traffic control, traffic enforcement, motor vehicle crashes, and traffic and pedestrian safety initiatives.

- In 2022, the department responded to 44,476 calls for service, an average of more than 121 calls per day.

SERVICE REQUESTS	2022	2021
All service calls	44,476	42,318
Public service	22,148	21,337
Traffic enforcement details	7,933	7,178
Motor vehicle enforcement	6,266	4,746
9-1-1 call response	1,521	2,035
Medical assistance	1,627	1,518
Parking services	1,929	1,616
Missing persons	29	17

TRAFFIC SAFETY BUREAU

- To meet the demands generated by the high volume of motor vehicle, pedestrian, and cyclist traffic, and to improve traffic safety throughout the city, administration reworked the existing Traffic Unit into a Traffic Safety Bureau.

- The Traffic Safety Bureau is highly responsive to the needs of individuals and community groups expressing a concern about traffic safety. Under the command of a Lieutenant and supervising Sergeant, the bureau is divided into the following operational sections:

Education and Enforcement Section

- Officers assigned to traffic enforcement details are responsible for conducting traffic enforcement and education throughout the city. Under the direction of bureau supervisors, areas within the city that require enhanced enforcement are identified through a variety of methods. Resident-reported traffic concerns, including parking problems, speed violations, pedestrian safety, and other safety concerns, are analyzed and addressed by the officers within the bureau to provide the safest possible environment.

- Solar-powered boards allow the department to communicate traffic pattern changes, upcoming events, roadway safety hazards, and other targeted messages to motorists and pedestrians.

Engineering / Roadway Safety Section

- In cooperation with the City of Summit Division of Engineering, members of the Traffic Safety Bureau evaluate roadway engineering to ensure that intersections, traffic sign placement, and pedestrian pathways are established in compliance with state and federal Department of Transportation guidelines. The bureau also evaluates, reviews, and monitors activity in high-volume traffic areas so that pedestrians and motorists can safely travel through these areas.

- Members of the bureau conduct surveys of roadways throughout the city to ensure traffic is able to flow freely and safely. Vehicle speed concerns are addressed in neighborhoods to create the safest possible environment for both residents and motorists. Using advanced computer technology, personnel are able to continually assess the evolving needs of the city's roadway system.

Pedestrian Safety Campaigns

- Summit is host to thousands of people who come to enjoy the many entertainment and social opportunities the city has to offer. The city also maintains a vibrant corporate community that attracts employees from throughout the tri-state region. The high level of interest in Summit activities gives rise to an increased number of pedestrians using sidewalks and street crossings to reach destinations. In an effort to ensure the safety of everyone who travels on city roadways, the Traffic Safety Bureau organizes pedestrian, motor vehicle, and bicycle safety campaigns throughout the year. Educational materials such as social media graphics, informational flyers, and PSA videos are distributed and shown on city and police social media channels, the city YouTube channel, and the city website.

School Safety Section

- The main focus of the School Safety Section is to work collaboratively with administration and staff throughout the Summit public school district, private educational institutions, and many childcare centers to ensure traffic and pedestrian safety for the school community. To assist in this mission, the Traffic Safety Bureau oversees all designated school crossings and manages crossing guards.

- This section partners with school administrators to deliver traffic, pedestrian, and bicycle safety education to young citizens.

Extra Duty Assignment Section

- The extra duty assignment section manages requests from outside persons or entities that seek to employ "extra duty" police services on a contractual basis beyond the scope of police department regular service duty to the city.

Administrative/Records Section

- In support of the overall operational mission of the Traffic Safety Bureau, the administrative and records section reviews all motor vehicle crashes that occur within the city. Using data collected from crash reports, detailed statistics are analyzed to target specific areas that present safety concerns and make recommendations for roadway enhancements.

- Grant opportunities are also pursued by the administrative and records section of the bureau. The acquisition of both state and federal grant funding has afforded the police department the ability to deliver a number of traffic safety campaigns at no cost to the city.

TRAFFIC SAFETY BUREAU STATISTICAL REPORT

Motor Vehicle Accidents			
Type of Accident	**2022**	**2021**	**2020**
Reportable Accidents	339	381	337
Non-Reportable Accidents	171	194	157
Fatal Accidents	0	0	0
Total Accidents	**510**	**575**	**494**

Pedestrian Involved Accidents*			
	2022	2021	2020
Intersection	**14**	**4**	**6**
No Injuries	5	2	0
Injuries	9	2	6
Fatalities	0	0	0
Non-Intersection	**5**	**4**	**2**
No Injuries	0	0	2
Injuries	4	4	0
Fatalities	1	0	0
Total Accidents	**19**	**8**	**8**

*NJTR-1 Report Guidelines were used for all pedestrian accidents

Driving Under the Influence (DUI)			
	2022	2021	2020
Total Incidents	**9**	**22**	**8**

SUPPORT SERVICES DIVISION

The Support Division is led by a Police Captain and comprised of the Detective Bureau and the Community Services Bureau. It operates in a support capacity to the Operations Division to accomplish the overall mission of the department.

Additional support sections are housed within the Support Services Division. They handle the daily services that are instrumental to police department operations. These sections include:

Fleet Services Section

- The Fleet Services Section is responsible for ensuring front-line readiness of all department vehicles. Members of this section work in conjunction with the city's Division of Public Works to ensure all vehicles remain in a safe operating condition.

Technical Services Section

- The Technical Services Section is responsible for all forms of technology utilized throughout the department to ensure operational readiness and compliance with county, state, and federal requirements.

DETECTIVE BUREAU

The Detective Bureau is managed by a Police Lieutenant and a Police Sergeant who supervise the individual units, sections, programs, and detectives. The bureau is primarily responsible for the prevention, detection, and investigation of crime within the city. Its work often complements the work of officers assigned to the Patrol Bureau.

Members of the Detective Bureau receive enhanced training for highly specialized work, including the examination and evaluation of evidence and witness statements to apprehend suspects. Command personnel are charged with ensuring that each investigation is handled and conducted efficiently and professionally.

Criminal Investigations Section

- The Criminal Investigations Section is responsible for conducting investigations into crimes that are committed within the city. The incidents range from minor disorderly conduct offenses to major criminal investigations. These responsibilities include, but are not limited to, developing leads, recovering stolen property, tracking, and arresting suspects. Detectives also assist victims in navigating the criminal justice system from the reporting of a crime through trial.

- This section is responsible for the investigation and enforcement of animal cruelty violations, animal welfare statutes, and related local ordinances in accordance with the New Jersey Attorney General and Union County Prosecutor's Office guidelines and directives.

Property, Evidence, and Crime Scene Processing Section

- The Property, Evidence, and Crime Scene Processing Section has the responsibility for maintaining, storing, cataloging, and disposing of all property taken into police custody; and for processing crime scenes for evidentiary purposes. Property taken as evidence must be carefully safeguarded to prevent contamination and ensure its value at court. Found property is held in trust for its rightful owner. An equally important function of this section is the proper and timely disposal of property. This includes the return of property to its rightful owner or the destruction of items as prescribed by law.

- This section manages the Project Medicine Drop prescription drug recycling program that allows residents to dispose of unused and expired medications anonymously, seven days a week, 365 days a year. The collection box is located in the lobby of the Police Department at Summit City Hall.

	2022	2021	2020
Total Pounds Collected of prescription drugs	**377**	**400**	**361**

Intelligence Section

- The primary responsibility of the Intelligence Section is to work with federal, state, county, and local law enforcement partners in a combined effort, safeguarding the residents of Summit, Union County, and State of New Jersey.

Megan's Law Section

- The Megan's Law Section is responsible for the monitoring and enforcement of Megan's Law, which was passed on October 31, 1994. The law established a registration and notification procedure to alert law enforcement, schools, day care providers, organizations, and neighborhoods to the presence of convicted sex offenders.

Firearms Application Section

- The Firearms Application Section is responsible for assisting Summit residents with the application, processing, and registering of firearms in accordance with state law.

	2022	2021	2020
Total Applications Processed	**153**	**139**	**294**

ABC Licensing Section

- The ABC Licensing Section is responsible for the background investigations of all local liquor license applications received by the City Clerk. Additional responsibilities include providing a supporting role to the State Department of Law & Public Safety and the Division of Alcohol Beverage Control in the investigation of criminal and administrative violations of the New Jersey Alcoholic Beverage Control Act.

Administrative/Records Section

- The Administrative/Records Section oversees and manages criminal investigatory files and assists the Union County Prosecutor's Office and Summit Municipal Prosecutor in case preparation for criminal proceedings. In an effort to promote community awareness, detectives often partner with the Community Policing Unit to deliver educational and informational outreach programs on various crime trends and scams.

STATE OF NEW JERSEY
UNIFORM CRIME REPORTING STATISTICS

Classification of Part 1 Offenses	2022	2021	2020
Homicide	0	0	0
Rape	3	6	2
Robbery	1	3	0
Assault	60	60	36
Burglary	21	16	15
Larceny	153	107	156
Motor Vehicle Theft	26	25	31
Arson	0	0	0
Total	**264**	**217**	**240**

ADULT ARRESTS/CHARGES
(Criminal, Motor Vehicle and Municipal)

	2022	2021	2020
Adult Arrests	69	53	50
Charges Filed	124	124	107

COMMUNITY SERVICES BUREAU

The Summit Police Department is proud of the relationships it maintains with the people who live, work, and visit the City of Summit. To successfully accomplish its mission, leadership maintains a philosophy that the police and members of the community must work together as partners to proactively identify and address conditions that give rise to public safety issues such as crime, social disorder, and fear. This partnership allows the department to proactively respond to the public safety needs of the city and develop progressive strategies for providing the highest possible quality of life for its inhabitants.

Managed by a Police Lieutenant who supervises the individual units, programs and officers, the Community Services Bureau comprises the Juvenile Unit and Community Policing Unit. The bureau works to address the needs and concerns of the community relating to school safety, quality of life issues, community partnerships, and crime prevention.

Juvenile Unit

The primary mission of the Juvenile Unit is to foster and build positive relationships with the young people of Summit, in an effort to reinforce responsible decision-making. The members of this unit accomplish this important mission through maintenance of strong partnerships with Summit's public and private educational institutions, community groups, and local, county, and state resources.

Criminal Investigations Section

- The Criminal Investigations Section is part of the Juvenile Unit and investigates and manages all incidents occurring with a juvenile as a victim or suspect of a crime. The unit traditionally assumes the role as the primary investigator for situations that occur on school property. During these investigations, detectives regularly work with representatives from the Union County Prosecutor's Office, Juvenile Conference Committee, school administrators, and parents.

Juvenile Conference Committee Section

- This section works with members of the local Juvenile Conference Committee that is made up of trained court volunteers from the Summit community. The primary purpose of the committee is to deal with the vast middle ground of deviant juvenile behavior, which does not require adjudication of delinquency but cannot be overlooked by the community. This group meets locally with juvenile offenders and their parents to address the offense and resolutions. These actions can range from writing a letter of apology, restitution, or performing community service.

Family/Social Section

- Many offenses committed by juveniles (such as running away from home, truancy, or serious conflicts over issues of parental authority) are considered juvenile-family crises rather than delinquent acts. In such cases, members of the Juvenile Unit, school administration, the Division of Child Protection and Permanency agency (DCP&P, formerly known as DYFS), and parents will meet with representatives from the Union County Juvenile Unit and Union County Family Crisis Intervention Unit to mediate during the crisis and make recommendations to prevent further involvement with the court.

Administrative/Records Section

- The Administrative/Records Section oversees and manages juvenile records in accordance with state law and works collaboratively with the Union County Prosecutor's Office.

Juvenile Justice Reform

- In December 2020, Attorney General Gurbir Grewal released Directive No. 2020-12 which established policies, practices, and procedures to reduce the number of juveniles held in detention facilities and state custody. The directive outlines five mechanisms available to police officers and prosecutors to divert youth from being officially entered into the juvenile justice system, which would inherently reduce the likelihood of unnecessary detention. As a result, all SPD juvenile cases since then have been handled by the Juvenile Unit in compliance with this directive, resulting in less statistical data for formal complaints. The decriminalization of marijuana and alcohol for persons of all ages has also contributed to a reduction in charges, as seen below.

JUVENILE ARRESTS/CHARGES FILED/STATIONHOUSE ADJUSTMENTS (Criminal, Motor Vehicle and Municipal)

	2022	2021	2020
Juvenile Arrests	13	1	22
Juvenile Charges FIled	2	3	37
Stationhouse Adjustments	11	14	11
Associated Complaints	2	1	11

Community Policing Unit

The Community Policing Unit is responsible for organizing many educational and outreach programs that focus on traffic safety awareness, senior citizen safety, school safety and security, and include D.A.R.E., driver's education, and seasonal safety presentations.

The unit enjoys a close working relationship with the Department of Community Programs in the planning of community events including the annual Fourth of July celebration, movies and concerts on the Village Green, and other parades held throughout the year.

The Community Policing Unit also enjoys a dynamic working relationship with other branches of city government, the Summit Board of Education, and the Police Athletic League.

After many were cancelled over the past couple of years due to the COVID-19 pandemic, all programs returned in 2022 with impressive attendance from the community. The unit continues to work closely with the Department of Community Programs to reach all segments of the community, including children and seniors.

School Safety / Security Section

- The primary focus of this section is to work with school administrators to create and maintain a safe environment for the school community. To accomplish this goal, members of the unit participate in emergency drills across the district and at several of the private schools, providing feedback on improving procedures and addressing other school security concerns.

- Every school building in the district is continually evaluated on its physical safety and security; advice and recommendations for improvements are provided to school administrators. Through monthly security meetings with district administrators, school safety remains a top priority.

- In coordination with the Operations Division and Community Policing Unit, uniformed officers are deployed to each school for arrival and dismissal during the first week of school. Additional police presence in schools was facilitated during other high-profile events throughout 2022.

- All sworn personnel within the Summit Police Department participate in annual training for responding to emergency situations in schools, with onsite familiarization training conducted year-round.

2023 CAPITAL FUNDING REQUESTS

Migrate User Police Vehicle Replacement Program

The vehicle replacement model used by the police department is based on a dual approach: (1) to maximize the lifespan of each vehicle while keeping the frontline fleet operational at all times, and (2) to maximize purchasing power within budget.

Since 2014, the police department has been able to maximize its purchasing power by acquiring vehicles under Ford Motor Credit's lease/purchase option in which the costs associated with a new vehicle is spread equally over three years with an end of term buyout of one dollar. This allows the department to acquire three vehicles as part of the lease/purchase program, compared to only one if purchased outright.

The requested funding of $110,000 takes into consideration the contractual annual lease/purchase payment that will be due this year based on vehicles acquired in 2020 and 2021, as well as the acquisition of replacement vehicles for the patrol fleet, which will cover the replacement cycle for vehicles whose last lease payment was completed in 2022. Due to supply chain issues, the agency faced difficulty in securing new/replacement police cars in 2022.

Fixed License Plate Recognition Cameras - citywide coverage

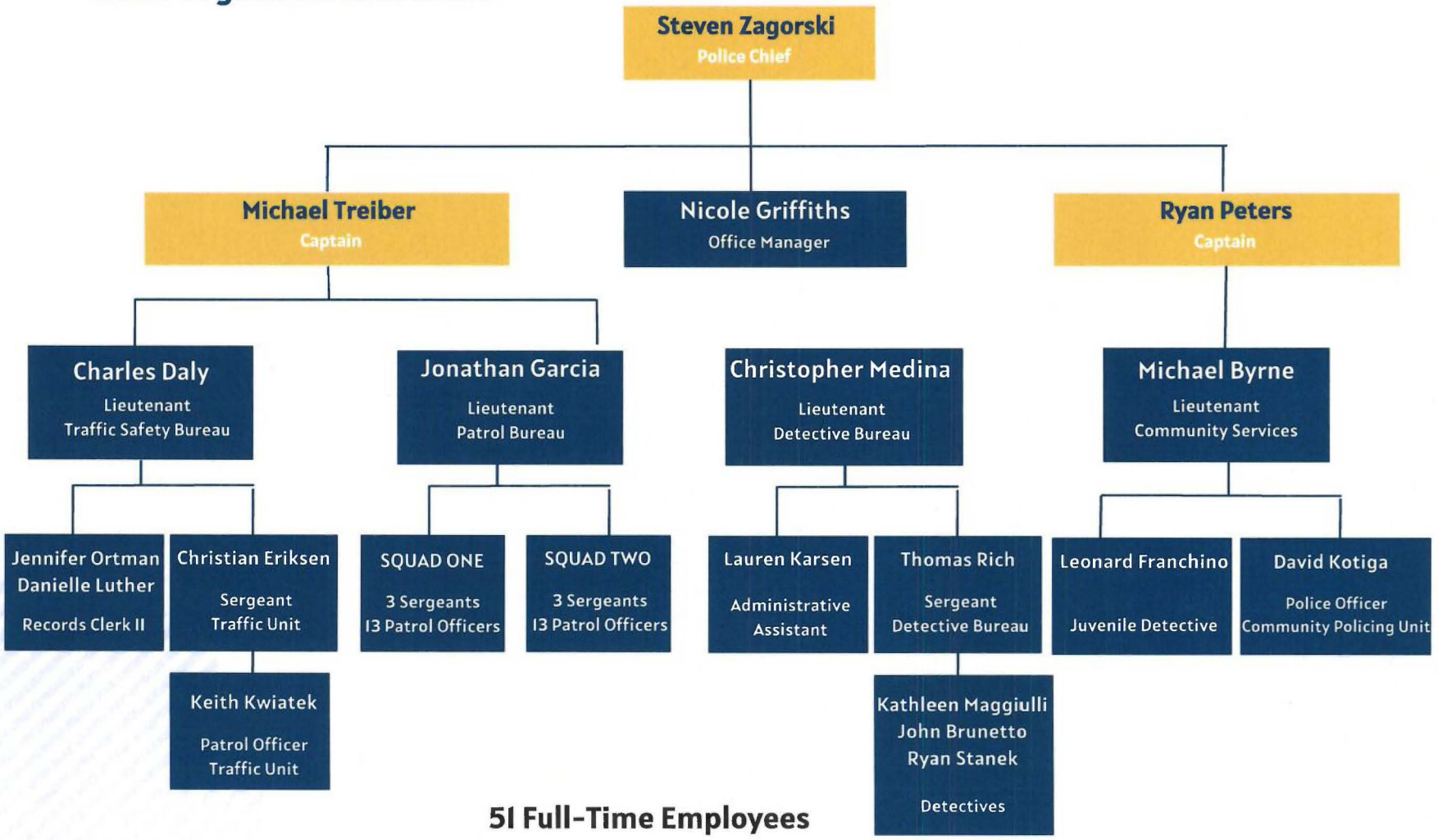
The Summit Police Department has a goal of creating a "geo-fence" around the perimeter of the city by installing fixed, automated license plate readers (ALPR) at 18 identified points of entry and exit into and out of Summit. These systems will provide strategic monitoring and collect high-volume data for investigative purposes throughout the municipality.

The Summit Police Department has proposed a completion of this project in two phases over the course of two years. The requested funding for the 2023 Capital Budget for Phase 1 of this project was in the amount of $200,000. Phase 1 will include the installation of 13 fixed license plate reader cameras at eight locations. Additional installation and maintenance costs include necessary permits and electrical installations for these outfitted locations. (A second Capital Budget request is anticipated for proposal for the 2024 fiscal year to finance additional equipment in phase two of this project.)

SUMMARY

The men and women of the Summit Police Department continue to serve the City of Summit in a more efficient and effective manner each year. It is with a commitment of service to others that the department strives to strengthen and build on its strong relationships within the community. Each day, SPD members commit themselves to providing professional law enforcement services with the highest levels of honor, integrity, courage, respect, loyalty, and duty.

Summit Police Department
2023 Organizational Chart



51 Full-Time Employees

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Salaries and Wages									
101	Full-Time	$ 5,413,453	$ 5,390,453 *	$ 5,316,144	$ 74,309	$ 5,156,861	$ 5,156,861	$ (256,592)	-4.74%
104	Overtime	220,000	220,000	193,124	26,876	225,000	225,000	5,000	2.27%
106	Sick Leave Incentive	53,000	53,000	43,250	9,750	32,000	32,000	(21,000)	-39.62%
109	Other Pay - Court Overtime	10,000	10,000	27,340	(17,340)	20,000	20,000	10,000	100.00%
111	Auxillary Police Chief	2,000	2,000	0	2,000	0	0	(2,000)	-100.00%
114	Off Duty (Clearing Acct)	20,000	20,000	20,000	0	20,000	20,000	0	0.00%
121	Civilian Administration	288,994	288,994	288,994	0	295,496	295,496	6,502	2.25%
141	Rabbi Trust Contribution	64,000	64,000	64,000	0	16,000	16,000	(48,000)	-75.00%
194	OT July 4th	6,000	6,000	6,000	0	6,000	6,000	0	0.00%
	Total Salary & Wages	**$ 6,077,447**	**$ 6,054,447**	**$ 5,958,852**	**$ 95,595**	**$ 5,771,357**	**$ 5,771,357**	**$ (306,090)**	-5.04%

Transferred $17,000 to Telephone & $6,000 to Water

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Other Expenses									
201	Supplies and Materials	$ 11,000	$ 11,000	$ 7,249	$ 3,751	$ 11,000	$ 11,000	$ 0	0.00%
206	Street Signs	11,000	11,000	10,948	52	11,000	11,000	0	0.00%
224	Ordnance & Range	24,000	24,000	21,838	2,162	24,000	24,000	0	0.00%
225	Detective Bureau/Photo Equip	1,000	1,000	473	527	1,000	1,000	0	0.00%
301	Printing	1,000	1,000	894	106	1,000	1,000	0	0.00%
500	Contract Services	130,000	136,000	135,545	455	136,000	136,000	6,000	4.62%
501	Revision Program	3,000	3,000	2,495	505	2,000	2,000	(1,000)	-33.33%
502	Community Policing	5,000	5,000	4,995	5	5,000	5,000	0	0.00%
505	E-Ticketing	30,000	15,000	7,483	7,517	20,000	20,000	(10,000)	-33.33%
700	Equipment	26,000	26,000	15,808	10,192	26,000	26,000	0	0.00%
701	City Hall Security Systems	9,000	9,000	8,991	9	14,000	14,000	5,000	55.56%
703	Vehicle Maintenance	45,000	52,000	51,685	315	48,000	48,000	3,000	6.67%
800	Employee Support	3,000	3,000	1,000	2,000	2,000	2,000	(1,000)	-33.33%
802	Body Armor	10,000	10,000	8,387	1,613	8,000	8,000	(2,000)	-20.00%
803	Clothing Allowance	17,000	17,000	13,298	3,702	17,000	17,000	0	0.00%
804	Training & Seminars	15,000	15,000	13,934	1,067	15,000	15,000	0	0.00%
805	Tuition Reimbursement	20,000	20,000	12,138	7,862	20,000	20,000	0	0.00%
806	Memberships	3,000	3,000	2,000	1,000	3,000	3,000	0	0.00%
809	Clothing Allowance (Payroll Acct.)	76,000	76,000	72,992	3,008	76,000	76,000	0	0.00%
841	Rabbi Trust Administration fees	3,500	3,500	3,305	195	3,500	3,500	0	0.00%
900	Miscellaneous (Promo. Exams)	5,800	7,800	5,276	2,524	5,800	5,800	0	0.00%
	Total Other Expenses	**$ 449,300**	**$ 449,300**	**$ 400,733**	**$ 48,567**	**$ 449,300**	**$ 449,300**	**$ 0**	0.00%

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
240-001	Crossing Guards								
	Salaries and Wages								
100	Crossing Guards	$ 285,000	$ 285,000	$ 248,469	$ 36,531	$ 260,000	260,000	$ (25,000)	-8.77%
110	Off Duty Coverage	15,000	15,000	15,000	0	15,000	15,000	0	0.00%
		$ 300,000	$ 300,000	$ 263,469	$ 36,531	$ 275,000	$ 275,000	$ (25,000)	-8.33%
200	*Other Expenses*	$ 4,000	$ 4,000	$ 2,103	$ 1,897	$ 4,000	$ 4,000	$ 0	0.00%
240-002	Police Vehicles	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
	Overall Police Department Total	$ 6,830,747	$ 6,807,747	$ 6,625,157	$ 182,590	$ 6,499,657	$ 6,499,657	$ (331,090)	-4.85%

	Status	Title	2022 Base + Longevity	2023 Base	2023 Stipend	Long %	Grade	Step	Longevity	2023 Total
Zagorski, Steven	Full-Time	Chief	$ 196,572	$ 187,050		10%	19	4	$ 18,705	$ 205,755
Proctor, Richard (Retirement 6/2023)	Full-Time	Captain	166,555	70,959			18	4	0	70,959
Peters, Ryan	Full-Time	Captain	159,696	166,555			18	4	0	166,555
Treiber, Michael	Full-Time	Captain	157,063	161,903		8%	18	3	12,952	174,855
Byrne, Michael	Full-Time	Lieutenant	169,612	154,193		10%	3	2	15,419	169,612
Daly, Charles	Full-Time	Traffic Lieutenant	138,503	145,429			3	1	0	145,429
Garcia, Jonathan	Full-Time	Detective Lieutenant	138,503	145,429			3	1	0	145,429
Medina, Christopher	Full-Time	Lieutenant	127,336	145,429			3	1	0	145,429
Rabasca, Michael (Retirement 3/2023)	Full-Time	Detective Lieutenant	169,612	89,946		10%	3	2	8,995	98,941
Buntin, Matthew	Full-Time	Sergeant	138,503	138,503			2	2	0	138,503
Deets, Jeffrey	Full-Time	Sergeant	89,580	127,336			2	1	0	127,336
Eriksen, Christian	Full-Time	Traffic Sergeant	127,336	138,503			2	2	0	138,503
Peer, Jeffrey	Full-Time	Sergeant	132,474	127,336		8%	1	11	10,187	137,523
Robertson, Charles	Full-Time	Sergeant	122,772	138,503			2	1-2	0	138,503
Rich, Thomas	Full-Time	Detective Sergeant	149,583	138,503	$ 700	8%	2	2	11,080	150,283
Rutkowski, Sam	Full-Time	Sergeant	138,503	138,503			2	2	0	138,503
Werthmann, Brian	Full-Time	Sergeant	132,474	138,503		8%	2	1-2	11,080	149,583
Retirement	Full-Time	Chief	117,842	0					0	0
Retirement	Full-Time	Traffic Lieutenant	169,612	0					0	0
Retirement	Full-Time	Detective Sergeant	153,053	0					0	0
	Superior Officers Subtotal		**$ 2,895,186**	**$ 2,352,583**	**$ 700**				**$ 88,419**	**$ 2,441,702**

	Status	Title	2022 Base + Longevity	2023 Base	2023 Stipend	Long %	Grade	Step	Longevity	2023 Total
Alesandro, Michael	Full-Time	Patrol Officer	$ 71,849	$ 77,476			1	5-6	$ 0	$ 77,476
Brunetto, John	Full-Time	Patrol Officer	122,822	121,272	$ 1,550		1	11	0	122,822
Caraballo, Crystalie	Full-Time	Patrol Officer	0	56,952			1	2	0	56,952
DeFilippis, Donald	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
DeMetro, Mark	Full-Time	Patrol Officer	71,849	77,476			1	6	0	77,476
Franchino, Leonard	Full-Time	Detective/Patrol Officer	77,476	80,290	1,550		1	6-7	0	81,840
Freeman, R. Michael	Full-Time	Detective/Patrol Officer	134,949	121,272	1,550	10%	1	11	12,127	134,949
PBA Reimbursement			(134,949)	(121,272)	(1,550)				(12,127)	(134,949)
Garita, Ruddy	Full-Time	Patrol Officer	74,663	80,290			1	6-7	0	80,290
Gedeon, Edwige	Full-Time	Patrol Officer	0	61,320			1	2-3	0	61,320
Gram, Billy (Resign 3/19/23)	Full-Time	Patrol Officer	56,952	15,330			1	2	0	15,330
Kotiga, David	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Kwiatek, Keith	Full-Time	CPU/Patrol Officer	122,122	121,272	850		1	11	0	122,122
Lawal, Babatunda	Full-Time	Patrol Officer	66,023	68,555			1	4-5	0	68,555
Lukacsko, Dennis	Full-Time	Patrol Officer	52,895	56,952			1	2	0	56,952
Ludena, Henry	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Maggiulli, Kathleen	Full-Time	Patrol Officer	122,822	121,272	1,550		1	11	0	122,822
McDermott, Gerald	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Pyzik, Anthony	Full-Time	Patrol Officer	71,849	74,663			1	5-6	0	74,663
Ramos, Johnathan	Full-Time	Patrol Officer	0	56,952			1	2	0	56,952
Reinecke, Jeffrey	Full-Time	Patrol Officer	0	56,952			1	2	0	56,952
Riveira, Ian	Full-Time	Patrol Officer	52,895	56,952			1	2	0	56,952
Santos, Paulo	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Sauers, Jonathan	Full-Time	Patrol Officer	130,974	121,272		8%	1	11	9,702	130,974
Sauers, Karen	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Scarpello, Collin	Full-Time	Patrol Officer	66,222	68,555			1	4-5	0	68,555
Sliker, Darin	Full-Time	Patrol Officer	52,895	56,952			1	2	0	56,952
Stanek, Ryan	Full-Time	Patrol Officer	121,272	121,272			1	11	0	121,272
Tesorio, AJ	Full-Time	Patrol Officer	66,222	71,849			1	5	0	71,849
Thompson, Sean	Full-Time	Patrol Officer	77,476	80,290			1	6-7	0	80,290
Uanis, Adam	Full-Time	Patrol Officer	66,023	71,087			1	5	0	71,087
Walsh, Christopher	Full-Time	Patrol Officer	61,320	63,672			1	3-4	0	63,672
Watson, Rodney	Full-Time	Patrol Officer	133,400	121,272		10%	1	11	12,128	133,400
Resignation 9/11/22	Full-Time	Patrol Officer	56,952	0					0	0
Vacancy	Full-Time	Patrol Officer	0	52,895					0	52,895
Vacancy	Full-Time	Patrol Officer	0	52,895					0	52,895
	Patrol Officers Subtotal		**$ 2,524,605**	**$ 2,687,829**	**$ 5,500**				**$ 21,830**	**$ 2,715,159**

	Status	Title	2022 Base + Longevity	2023 Base	2023 Stipend	Long %	Grade	Step	Longevity	2023 Total
Griffiths, Nicole	Full-Time	Office Manager	$ 77,664	$ 79,411			8	19	$ 0	$ 79,411
Luther, Danielle	Full-Time	Records Clerk II	70,929	72,525			7	19	0	72,525
Karsen, Lauren	Full-Time	Administrative Assistant	73,823	75,484			8	19	0	75,484
Ortman, Jennifer	Full-Time	Records Clerk II	66,578	68,076			7	19	0	68,076
		Civilian Administration Total	**$ 288,994**	**$ 295,496**					**$ 0**	**$ 295,496**
		Salaries & Wages Total	**$ 5,708,785**	**$ 5,335,908**					**$ 110,249**	**$ 5,452,357**

FIRE

CITY OF SUMMIT

Fire Department Report

Eric Evers
Fire Chief

2023

Introduction

WHAT WE DO

The Summit Fire Department provides the highest level of fire protection and emergency service to the public.

The Summit Fire Department responds to over 2,348 calls per year and is responsible for providing fire protection and emergency services, including emergency medical care as first responders.

MISSION STATEMENT

Members of the Summit Fire Department are highly skilled and trained to provide a full range of emergency services, public fire protection, and fire safety education. The department is viewed as a premier fire department in the delivery of fire suppression, prevention, training, emergency medical services, and regional dispatch services.

KEY VALUES

- People are our most valuable resource.
- As an organization, we are committed to being responsive to emerging needs of the community.
- Fire protection is our critical mission.
- We seek opportunities to provide shared services and develop partnerships that will strengthen our ability to deliver services to the citizens of Summit.
- Excellence in the delivery of customer service is standard in our performance.

Overview

Prevention and suppression of fire is the primary mission of the Summit Fire Department (SFD). SFD response jurisdiction includes just over six square miles with a population of approximately 23,000 residents. The response area includes the Central Retail Business District with smaller outlying commercial areas. One general service hospital and one residential psychiatric facility are also located in the city along with one pharmaceutical research firm that sustains two business campuses. Senior centers, assisted living care centers, and Summit Housing Authority complexes are also spread throughout the city.

The balance of the city's land use is primarily residential, consisting of a mix of single-family detached homes and several large garden apartment-style complexes. Additionally, the area serves as a main transportation corridor with sections of Interstate Highway Route 78 and State Highway Route 24 framing the eastern and southern borders of the city.

A New Jersey Transit railroad station, located in the Central Retail Business District, is the busiest station on the Morris & Essex midtown direct line that provides direct commuter rail service to New York City.

2023 Performance Goals

1 Operations

- Increase staffing levels for safe, effective operations and to meet regional and national standards.
- Continue to monitor the changing COVID-19 situation and adjust operations accordingly.
- Continue phase two pre-planning for review of all commercial properties.
- Annual physicals for all firefighter personnel.

2 Facilities

- Broke ground on the new firehouse in October 2021. Work with contractor and architects to ensure project completion in early summer of 2023.
- Develop a transition plan to move fire department operations to new building.

3 Shared Services

- Continue automatic engine company coverage with Millburn and Springfield fire departments.
- Evaluate additional joint training with area departments.
- Continue partnership agreements with Overlook Medical Center and Bristol Myers Squibb.

FIRE DEPARTMENT

Services Provide and Shared Services

Services Provided

- Fire suppression
- Arson investigation
- Special operations
- Emergency medical
- Fire prevention
- Fire inspection
- Fire education
- Hazardous materials
- Routine fire department responses

Shared Services

- Automatic engine company coverage with Millburn and Springfield fire departments.
- Shared standby coverage with Millburn and Springfield when vehicles are out of service.
- Joint onsite and offsite training with Millburn and Springfield fire departments.
- Annual two-day officer training and safety conference with Millburn and Springfield fire departments.
- Continued partnership agreements with Overlook Medical Center and Bristol Myers Squibb.

Organizational Structure

CAREER FIRE DEPARTMENT

32 Full-time Career Members

10 Volunteer Firefighters

4 Platoon Systems 24/72

- ·Each platoon has one Battalion Chief, one Lieutenant, and five Firefighters.

ADMINISTRATIVE STAFF

1 Fire Chief

1 Deputy Chief

1 Office Manager

2 Fire Prevention Inspectors

RESPONSE ACTIVITY (2022)

The Summit Fire Department contributes data to the National Fire Incident Reporting System (NFIRS). For each fire department response, the officer in charge fills out an incident report. These reports are submitted electronically at the end of each month to the New Jersey Division of Fire Safety. The data gathered from around the state is used to track changing trends in the fire service. The responses are broken down into different categories.

FIRES: This category includes all inside and outside structure fires and vehicle, hazardous materials, brush, and other types of fires.

RESCUES: This category includes motor vehicle extrications, technical rescue, and elevator extrications. This does not include removing victims from fires.

MOTOR VEHICLE ACCIDENTS: This includes all types of assistance at vehicle accidents except for extrications and accidents where the fire department is called upon to perform EMS.

HAZARDOUS CONDITIONS: These include hazardous materials incidents, downed power lines, gas leaks, electrical equipment problems, and carbon monoxide calls.

EMERGENCY MEDICAL (First Responder): These are backup calls to the first aid squad to provide patient care until an ambulance crew becomes available. The fire department does not currently provide for patient transport to a hospital.

SERVICE CALLS: Service calls include water removal and water emergencies, house and vehicle lockouts and lock-ins, securing damaged property, and calls for public assistance.

GOOD INTENT CALLS: This category includes calls where a caller believes something to be an emergency, but investigation finds no need immediate emergency, Fire personnel will arrange to get the right service for the situation to avoid potential future safety issues.

ALARM ACTIVATIONS: This category includes alarm malfunctions, accidental activations, and malicious false alarms.

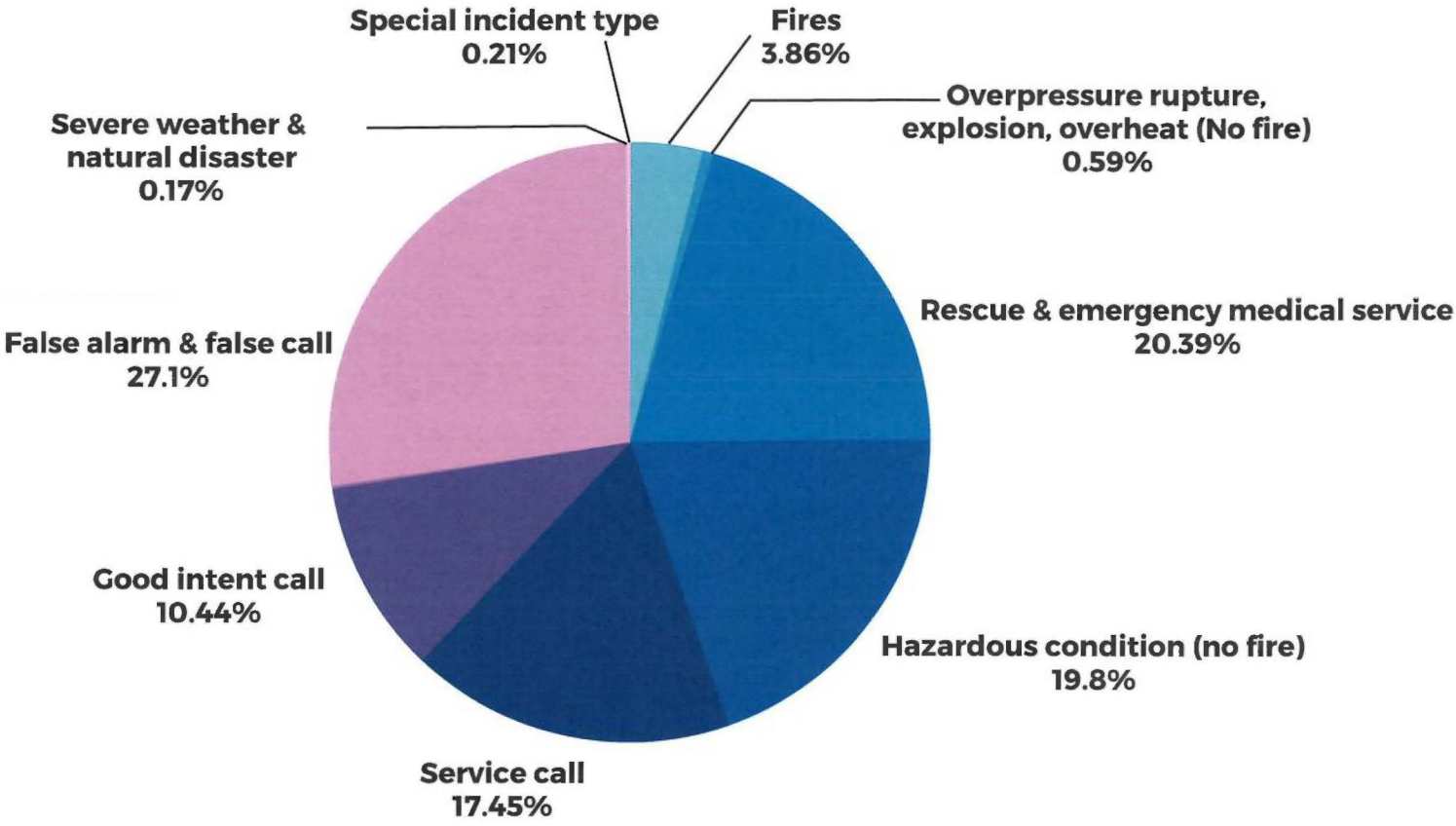
OTHER CALLS: These include mutual aid responses, police assists, first aid assists, aircraft standby, and to provide emergency protection at various events.

STANDARD OF COVER
(Start Date: 01/01/2022 | End Date: 12/31/2022)

MUTUAL AID	
Aid Type	**Total**
Aid Given	131
Aid Received	51

OVERLAPPING CALLS	
Total Count	**Total Percentage**
823	34.52%

BREAKDOWN BY MAJOR INCIDENT TYPE
(Start Date: 01/01/2022 | End Date: 12/31/2022)



Major Incident Type	Incident Counts	Percentage of Total
Fires	92	3.86%
Overpressure rupture, explosion, overheat (no fire)	14	0.59%
Rescue & emergency medical service	486	20.39%
Hazardous condition (no fire)	472	19.80%
Service call	416	17.45%
Good intent call	249	10.44%
False alarm & false call	646	27.10%
Severe weather & natural disaster	4	0.17%
Special incident type	5	0.21%

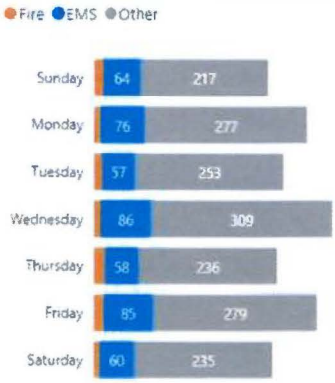
INCIDENTS: DAYS & TIMES

Summit Fire Department | Last Refresh: 2/5/2023 8:00 PM

2,384	0	139	189	-50	-26%
Incidents Filtered	Not Reviewed	Incidents YTD	Prior YTD	Δ over PYTD	% over PYTD

of Incidents by Hour of the Day

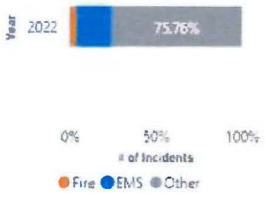
of Incidents by Weekday and Incident Category



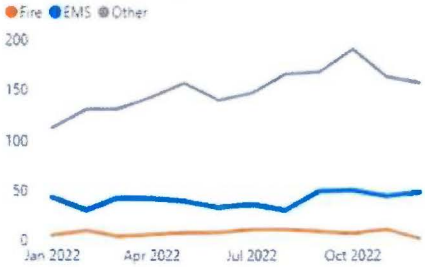
Top Stations by # of Incidents

of Incidents by Shift

of Incidents by Category



of Incidents over Time



FIRE SAFETY EDUCATION AND PREVENTION

EDUCATION AND PREVENTION

Public fire safety education continues to be an important function of the fire department and is often the only contact many people have with the department.

By educating the public about the dangers of fire, and the proper methods to prevent fire from occurring in the first place, SFD teaches the public to assist Summit firefighters in protecting their lives and property. The fire department makes safety presentations in the fire station and in other locations to all segments of the population.

These presentations include:

- School visits to the fire station, where SFD members discuss the firefighting equipment.
- Demonstrations on how to put out fires on clothing by practicing "Stop, Drop, and Roll."
- Instructions on the importance of smoke detectors and how to test to ensure they are in working order.
- How to create an emergency evacuation plan.
- How to look for fire hazards in residents' own homes.

Specialized talks to various groups in the community:

- Senior citizen groups learn the unique risks that face them as their abilities to escape a fire diminish.
- Small businesses are instructed in fire extinguisher training.
- Larger businesses are given guidance to develop large-scale evacuation plans.

On average, the Fire Department conducts over 170 safety presentations annually.

The Summit Fire Department continued its long-standing involvement in National Fire Prevention Week, senior citizen fire safety, and the Prevent the Unthinkable fire safety campaign for babies and toddlers. Through these campaigns and numerous press releases to specific target fire hazards, the Summit Fire Department educates and enables the public to recognize and correct fire hazards, and properly prepares the public to protect their life and property in the event of a fire.

FIRE SAFETY EDUCATION AND PREVENTION

CODE ENFORCEMENT

The Summit Fire Department is required to inspect all city buildings and structures, except for owner occupied one and two-family dwellings; this is done on a voluntary basis at the homeowners' request. The department's Bureau of Fire Prevention maintains records of over 1000 buildings, structures, and occupancies that need inspection. The inspection program is composed of Platoon In-Service Inspectors (four platoons) and the staff of the Fire Prevention Bureau (two inspectors). All required inspections are divided among SFD platoons. Department inspectors conducted over 600 of these inspections in 2021. The bureau is also responsible for complaint investigations, fire safety permits, site-plan review, and fire investigations.

COMMUNITY RISK ASSESSMENT/FIRE PRE-PLAN

Any valid assessment of a community's fire and non-fire risks includes a comprehensive survey of the type and number of structures that are located within the response area.

All properties located in the city are surveyed and analyzed annually as part of this risk assessment. Data is obtained from several sources including on-site building pre-planning activities by in-service fire companies; records available from the fire department record management system, including inspection records and National Fire Incident Reporting System (NFIRS) reports, building information data made available by the Insurance Service Office (ISO), and the city's building records.

Collected data is entered into a scoring software tool called VISION that helps fire departments better assess the risks in their local communities. The resulting numeric scoring, known as the Occupancy Vulnerability Assessment Profile (OVAP), is generated for all commercial, institutional, and large multi-family occupancies.

FIRE SAFETY EDUCATION AND PREVENTION

The community risk assessment is performed at three levels:

Community: The overall profile of the community based on the unique mix of individual occupancy risks, planning zone risk levels, and the level of service provided to mitigate those risks.

Fire Planning Zones: Areas used to measure the management of fire and non-fire risks in a geographic section of the community.

Target Hazards: Individual buildings and properties that, by their construction or occupancy characteristics, may pose an increased or extraordinary risk hazard to the community.

Each structure is analyzed using the following criteria:

- Age of the structure
- Construction type
- Area of the structure
- Height of the structure
- Density of structures (distance between buildings and type of exterior finish)
- Built-in protection systems (fire sprinklers, standpipes, alarm systems, etc.)
- Fire flow requirements (amount of water necessary to control the emergency based on structure, contents, and exposures)
- Occupancy and use of the structure
- Building access issues
- Life safety considerations
- Economic impact (dollar losses in property value, income, or irreplaceable assets)

Information gathered from this assessment process plays a critical role in reducing loss of life and property by providing firefighters with vital building intelligence prior to arrival.

APPARATUS AND EQUIPMENT DIVISION

The purchasing of apparatus involves extensive research, including assessment of the department's needs, determining an acceptable standard of quality, and developing specifications that encourage a competitive bid process.

Preventive maintenance includes scheduling and performance of all manufacturer-recommended service and maintenance, completing all repairs in a timely manner, and assuring all personnel are adequately trained in the proper operation and maintenance of equipment.

On-duty personnel provide testing and maintenance of apparatus and staff vehicles. Vehicles are checked daily at the beginning of each shift and scheduled maintenance, such as pump and ladder tests as well as scheduled oil change and lubrication, is performed monthly. Annually, factory-certified mechanics inspect and service each piece of fire apparatus, identifying potential problems early, which decreases the risk of catastrophic failure. The department maintains a four-year purchasing cycle for major fire apparatus with a maximum replacement age of 25 years. The replacement schedule for staff and support vehicles is based on a nine-year life expectancy.

Fire Apparatus	Year Acquired	Replacement Date	Age at Replacement
Engine 1	2020	2040	20
Engine 2	2013	2033	20
Engine 3	2010	2030	20
Engine 4	1992	2020	26
Truck 1	2016	2036	20
Rescue 1	2002	2024	22

2023 CAPITAL EQUIPMENT REQUESTS

FURNITURE FOR NEW FIRE HEADQUARTERS BUILDING

Furniture items to outfit the new building were omitted from the firehouse bid as part of value engineering efforts. By doing so, the fire department was able to save approximately 30% in mark-up costs.

MULTI-YEAR REPLACEMENT OF FIREFIGHTER TURN-OUT GEAR

This is a continuation of an existing program to replace personal protective clothing for firefighting at a rate of approximately six sets per year. Maintaining a scheduled replacement program will avoid a large capital expenditure in the future to replace a large number of turn-out gear sets at one time. This program will also provide backup sets when a firefighter's gear becomes damaged or contaminated.

IT EQUIPMENT FOR NEW FIRE HEADQUARTERS BUILDING

The IT items were omitted from the firehouse bid as part of value engineering efforts. By doing so, the fire department was able to save approximately 30% in mark-up costs. The IT equipment will be used in the new firehouse.

RADIO EQUIPMENT FOR NEW FIRE HEADQUARTERS BUILDING

Items to enhance radio interoperability with the dispatch center were also omitted from the firehouse bid as part of value engineering efforts. By doing so, the fire department was able to save approximately 30% in mark-up costs on radio equipment for the new firehouse.

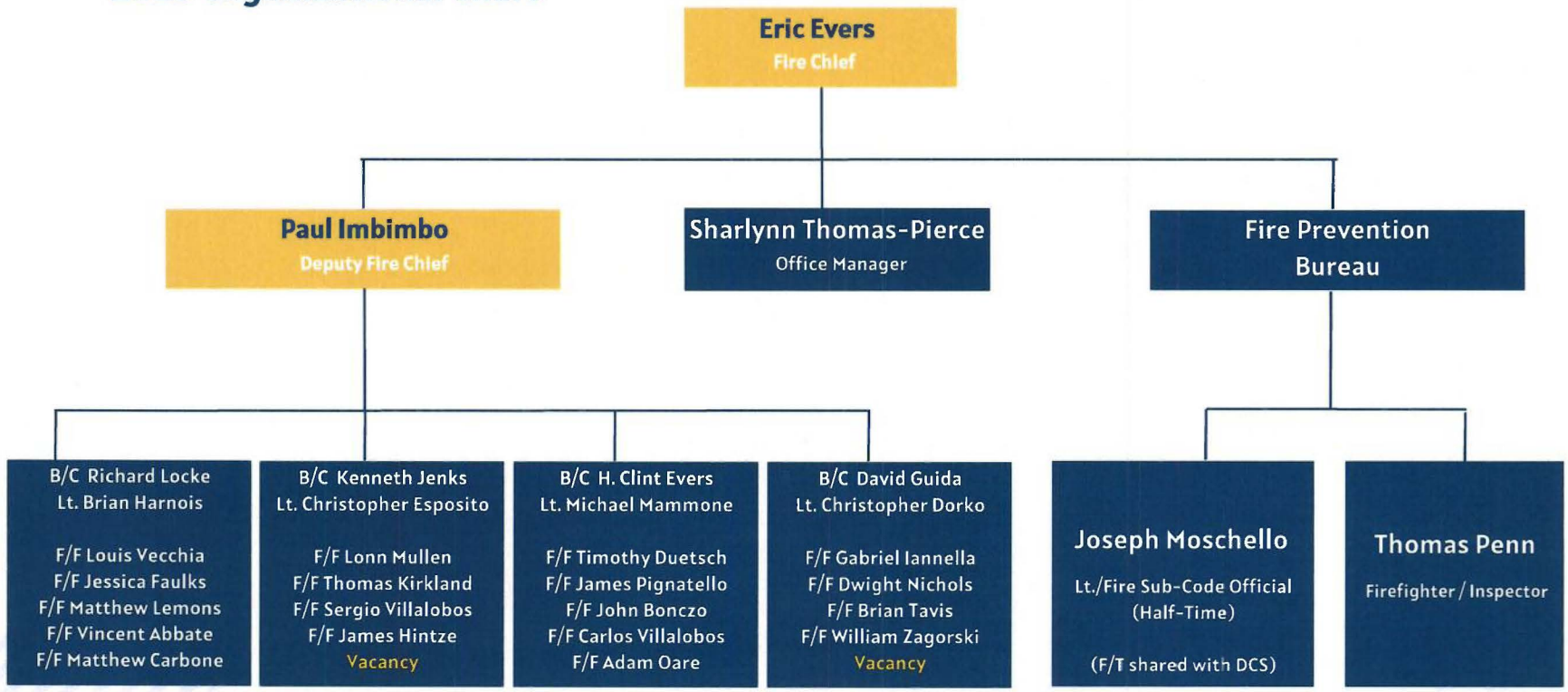
SUMMARY

The Summit Fire Department plays an instrumental role in providing emergency services to the citizens of Summit, protecting vital businesses in the downtown area and ensuring commercial properties troughout the city are safe. The ability of the Summit Fire Department to respond anywhere in Summit in fewer than eight minutes continues to be a major factor in reducing loss of life and property and minimizing damage. The department responded to 2,348 emergency incidents in 2022.

Over the past 25 years, the City of Summit and the fire department have gone through some major changes. Summit has evolved from consisting of mainly single-family homes to a densely populated, transit community with many new multi-family dwellings and commercial properties. The number of businesses has increased in locations spread throughout the city. Today's fires burn hotter and faster due to the makeup of interior furnishings and changes in building material used in new construction. In today's environment, terrorism remains a real threat; pre-planning, building intelligence, and developing incident action plans is a critical function in daily SFD operations.

Along with these changes have come increased expectations and need for Summit Fire Department services. The fire department is committed to meeting these challenges by using new training techniques and innovative ways to increase public safety and education, efficiency, and dependability. The safety of the public and first responders is the department's number one priority.

Summit Fire Department
2023 Organizational Chart



32.5 Full-Time Employees

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	Salaries and Wages								
101	Full-Time	$ 3,599,280	$ 3,576,280 *	$ 3,581,174	$ (4,894)	$ 3,563,513	$ 3,563,513	$ (35,767)	*-0.99%*
104	Overtime	375,000	411,545 **	373,319	38,226	375,000	375,000	0	*0.00%*
108	Volunteer FF's Allowance	4,000	4,000	1,380	2,620	4,000	4,000	0	*0.00%*
110	First Responder Stipend	22,500	22,500	23,250	(750)	31,000	31,000	8,500	*37.78%*
121	Civilian Administration	55,577	55,577	55,577	0	57,436	57,436	1,859	*3.34%*
141	Rabbi Trust Contribution	32,000	32,000	32,000	0	56,000	56,000	24,000	*100.00%*
194	OT July 4th	4,000	4,000	4,000	0	4,000	4,000	0	*0.00%*
						0			
	Total Salary & Wages	**$ 4,092,357**	**$ 4,105,902**	**$ 4,070,700**	**$ 35,202**	**$ 4,090,949**	**$ 4,090,949**	**$ (1,408)**	***-0.03%***
		**Transferred $23,000 to Telephone*							
		***Transferred $36,545 from Uniform Fire Safety Act*							
	Other Expenses								
201	Supplies and Materials	$ 24,000	$ 24,000	$ 22,871	$ 1,129	$ 24,000	$ 24,000	$ 0	*0.00%*
402	Building Maintenance	20,000	20,000	13,908	6,092	10,000	10,000	(10,000)	*-50.00%*
500	Contract Services	47,000	47,000	45,472	1,528	42,000	42,000	(5,000)	*-10.64%*
700	Equipment	30,000	30,000	28,826	1,174	30,000	30,000	0	*0.00%*
702	Fire Truck Lease Acquisition	72,000	72,000	71,124	876	72,000	72,000	0	*0.00%*
705	Vehicle Maintenance	70,000	70,000	70,189	(189)	70,000	70,000	0	*0.00%*
800	Employee Support	8,000	8,000	5,951	2,049	8,000	8,000	0	*0.00%*
803	Clothing Allowance	12,000	12,000	5,693	6,307	12,000	12,000	0	*0.00%*
804	Training & Seminars	25,000	25,000	24,384	616	40,000	40,000	15,000	*60.00%*
805	Tuition Reimbursement	15,000	15,000	13,829	1,171	15,000	15,000	0	*0.00%*
808	Personal Expenses	2,000	2,000	1,952	48	2,000	2,000	0	*0.00%*
809	Clothing Allowance (Payroll Acct)	63,000	63,000	57,233	5,767	63,000	63,000	0	*0.00%*
841	Rabbi Trust Administration Fee	2,700	2,700	2,765	(65)	2,700	2,700	0	*0.00%*
	Total Other Expenses	**$ 390,700**	**$ 390,700**	**$ 364,199**	**$ 26,501**	**$ 390,700**	**$ 390,700**	**$ 0**	***0.00%***
265-001	**Uniform Fire Safety Act**								
	Salary & Wages	**$ 36,545**	**$ 0** *	**$ 0**	**$ 0**	**$ 36,545**	**$ 36,545**	**$ 0**	***0.00%***
		**Transferred $36,545 to Fire Overtime*							
265-002	***Fire Hydrant Service***	**$ 300,000**	**$ 340,000**	**$ 337,710**	**$ 2,290**	**$ 325,000**	**$ 325,000**	**$ 25,000**	***8.33%***
		**Transferred $40,000 from Code Enforcement S&W*							
	Overall Fire Department Total	**$ 4,819,602**	**$ 4,836,602**	**$ 4,772,608**	**$ 63,994**	**$ 4,843,194**	**$ 4,843,194**	**$ 23,592**	***0.49%***

	Status	Title	2022 Base + Longevity	2023 Base	2023 Stipend	Grade	Step	Long %	Longevity	2023 Total
Evers, Eric	Full-Time	Chief	$ 203,504	$ 189,392	$ 3,000	19	4	10%	$ 18,939	$ 211,331
Imbimbo, Paul	Full-Time	Deputy Chief	162,620	160,628		17	3	8%	12,850	173,478
Evers, Henry Clint	Full-Time	Battalion Chief	160,953	149,613		3	3	10%	14,961	164,574
Guida, David	Full-Time	Battalion Chief	160,953	149,613		3	3	10%	14,961	164,574
Jenks, Kenneth	Full-Time	Battalion Chief	141,436	149,613		3	3		0	149,613
Locke, Richard	Full-Time	Battalion Chief	160,953	149,613		3	3	10%	14,961	164,574
Dorko, Christopher	Full-Time	Lieutenant	130,049	132,975		2	3		0	132,975
Esposito, Christopher	Full-Time	Lieutenant	115,589	124,099		2	1		0	124,099
Harnois, Brian	Full-Time	Lieutenant	130,049	132,975		2	3		0	132,975
Hudkins, Jeffrey (Retire 5/23)	Full-Time	Lieutenant	143,054	44,325		2	3	10%	4,433	48,758
Mammone, Michael	Full-Time	Lieutenant	125,708	132,975		2	3		0	132,975
Abbate, Vincent	Full-Time	Firefighter	58,152	61,440		1	3-4		0	61,440
Bonczo, John	Full-Time	Firefighter	97,608	107,899		1	9-10		0	107,899
Carbone, Matthew	Full-Time	Firefighter	45,000	48,288		1	1-2		0	48,288
Duetsch, Timothy	Full-Time	Firefighter	127,148	118,190		1	7	10%	11,819	130,009
Faulks, Jessica	Full-Time	Firefighter	115,589	118,190		1	7		0	118,190
Hintze, James	Full-Time	Firefighter	45,000	51,576		1	2		0	51,576
Iannella, Gabriel	Full-Time	Firefighter	124,836	118,190		1	7	10%	11,819	130,009
Kirkland, Thomas	Full-Time	FF/Inspector	118,077	118,190	2,659	1	7		0	120,849
Lemons, Matthew	Full-Time	Firefighter	91,032	94,320		1	8-9		0	94,320
Mallon, Scott (Retirement 4/23)	Full-Time	Firefighter	124,836	29,548		1	7	10%	2,955	32,503
Moschello, Joseph (50% charged to UCC)	Full-Time	LT/Fire Sub-Code Official	71,436	132,975	13,709	2	2		0	73,342
Mullen, Lonn	Full-Time	Firefighter	127,148	118,190		1	7	10%	11,819	130,009
Nichols, Dwight	Full-Time	Firefighter	115,589	118,190		1	7		0	118,190
Oare, Adam	Full-Time	Firefighter	45,000	51,576		1	2		0	51,576
Penn, Thomas	Full-Time	Firefighter	91,032	94,320		1	8-9		0	94,320
Pignatello, James	Full-Time	Firefighter	115,589	118,190		1	7		0	118,190
Tavis, Brian	Full-Time	Firefighter	91,032	97,608		1	9		0	97,608
Vecchia, Louis	Full-Time	Firefighter	124,836	118,190		1	7	10%	11,819	130,009
Villalobos, Carlos	Full-Time	Firefighter	58,152	61,440		1	3-4		0	61,440
Villalobos, Sergio	Full-Time	Firefighter	51,576	54,864		1	2-3		0	54,864
Zagorski, William	Full-Time	Firefighter	51,576	54,864		1	2-3		0	54,864
Vacancy	Full-Time	Firefighter	0	45,000		1	1		0	45,000
Vacancy	Full-Time	Firefighter	0	45,000		1	1		0	45,000
Retirement 5/22	Full-Time	Firefighter	42,382							
Retirement 4/22	Full-Time	Firefighter	31,787							
	Fire Department Subtotal		**$ 3,599,280**	**$ 3,492,059**	**$ 19,368**				**$ 131,337**	**$ 3,569,422**
Fire Administration										
Thomas-Pierce, Sharlynn	Full-Time	Office Manager	$ 55,577	57,436	0	9	6		0	57,436
	Salaries & Wages Total		**$ 3,654,857**	**$ 3,549,495**	**$ 19,368**				**$ 131,337**	**$ 3,626,858**

EMERGENCY MANAGEMENT

Office of Emergency Management
2023 Organizational Chart

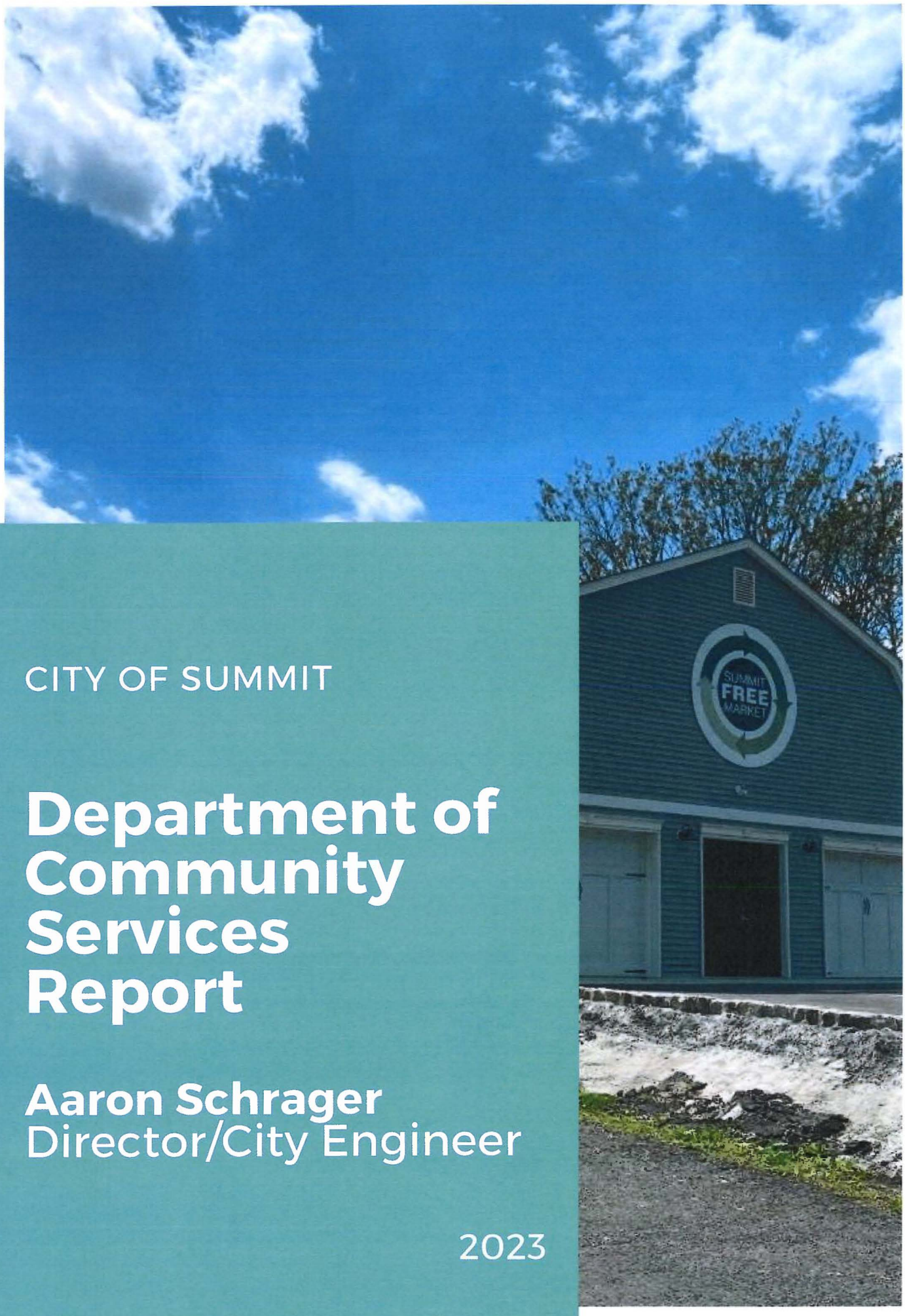
Joseph Houck
Emergency Management Coordinator

1 Part-Time Employee

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries & Wages								
101	Emergency Management Coordinator	$ 25,000	$ 25,000	$ 25,000	$ 0	$ 25,563	$ 25,563	$ 563	*100.00%*
	Total Other Expenses	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 25,563**	**$ 25,563**	**$ 563**	***100.00%***
	Other Expenses								
201	Supplies and Materials	$ 200	$ 200	$ 63	$ 137	$ 200	$ 200	$ 0	*0.00%*
500	Contract Services	8,900	8,900	8,895	5	9,500	9,500	600	*6.74%*
801	Clothing/Cleaning	3,100	3,100	1,696	1,404	2,500	2,500	(600)	*-19.35%*
804	Training & Seminars	1,000	1,000	35	965	1,000	1,000	0	*0.00%*
	Total Other Expenses	**$ 13,200**	**$ 13,200**	**$ 10,689**	**$ 2,511**	**$ 13,200**	**$ 13,200**	**$ 0**	***0.00%***
	Division Total	**$ 38,200**	**$ 38,200**	**$ 35,689**	**$ 2,511**	**$ 38,763**	**$ 38,763**	**$ 563**	***1.47%***

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
Houck, Joseph	Part-time	Emergency Management Coordinator	$ 25,000	$ 25,563			$ 0	$ 25,563
		Salaries & Wages Total	**$ 25,000**	**$ 25,563**			**$ 0**	**$ 25,563**

COMMUNITY SERVICES (DCS)



CITY OF SUMMIT

Department of Community Services Report

Aaron Schrager
Director/City Engineer

2023

Introduction

WHAT WE DO

The Department of Community Services (DCS) is responsible for implementing and overseeing the largest number of capital projects within the City of Summit. DCS responsibilities include code administration and construction, planning, zoning and property maintenance, engineering, public works, and oversight of the city's environmental initiatives. Functional areas are led by a division head with all divisions working together to provide a single point of contact for property and land development operations and issues. DCS manages day-to-day operations within the City of Summit and is one of the city's largest departments with the most varied responsibilities. DCS oversees Summit's largest monetary asset, city infrastructure. Annually, DCS handles tens of thousands of calls from and communications with the public. Through these points of contact the department handles safety and emergency management issues, property maintenance concerns, and drainage questions, among others. Further, DCS is the first point of contact for new residents and businesses.

MISSION

To provide, design, maintain, and upgrade critical city infrastructure; facilitate balanced, intelligent land development in an environment that promotes customer service, smart growth, and safety; and maintain community standards and quality of life through reasonable and effective education and enforcement.

DEPARTMENT OVERVIEW

In the engineering and public works divisions, responsibilities include capital improvements and maintenance to drainage and 50 miles of storm sewer, 2,800 storm structures, 82 miles of sanitary sewer, 2,300 sanitary structures; and daily management of five million gallons of sanitary sewage flow and six miles of force mains. These divisions also maintain four pump stations and 47 structures. They manage projects involving 63 miles of roadways, including 269 streets. Work involves pedestrian and public safety initiatives, emergency management and maintenance of parks, public spaces, and infrastructure, as well as support to other departments and boards, and other essential services.

In the code administration and construction division, staff are responsible for administering the statewide New Jersey uniform construction code, issuing construction permits, and conducting the mandated inspections for building, electrical, plumbing, fire, and mechanical work. The office issues approximately 2,200 permits annually, representing more than $100 million of construction work each year and an annual average of 9,000 inspections. Within this division, the Land Use/Zoning Office is responsible for administering the Summit development regulations ordinance, the city's zoning regulations. Property maintenance, planning, zoning, and Safe Homes responsibilities also fall under this division.

A key goal for DCS is to support city infrastructure and deliver exceptional services to the residents, property and business owners, and the local and surrounding communities. From Transfer Station operations, waste collection and sewer services, to downtown beautification, athletic field maintenance, pedestrian safety and emergency services, DCS enriches the quality of life in Summit, and promotes an attractive, diverse, and balanced community.

ENGINEERING

In 2022, the Engineering Division reviewed more than 300 engineering permits, performed over 250 inspections, and responded to over 1,000 calls from residents, contractors, and agents. During Hurricane Ida in 2021, engineering responded to 50+ calls about flooding from residents.

Drainage & Storm Sewer System: Engineering created the citywide Drainage Assessment Report (DAR) as a guide to track areas in the city with drainage problems. The report is revised annually and serves as the ongoing list of projects to be considered for drainage improvements. During rainfall events, these locations are assessed to determine if measures can be taken to correct flooding, and new areas are examined to determine if inclusion in the DAR is warranted.

The city has an intricate network of storm sewers, servicing 13 individual drainage areas within the city. There are 2,800 storm sewer structures and 50 miles of storm sewer that are under the jurisdiction of DCS. There are 104 individual discharge points to various existing waterbodies. These drainage basins are located in three Watershed Management Areas (WMA) as defined by NJDEP: 06-Upper Passaic, Whippany, & Rockaway; 07-Arthur Kill; and 09-Lower Raritan, South River & Lawrence. The system is upgraded, as recommended by the DAR, during roadway improvement projects and when field conditions are identified by engineers and public works employees.

Sanitary Sewers System: The engineering and public works divisions provide immediate emergency responses in sewer-related emergencies, along with continual maintenance of systems to ensure proper and continuous flow. Any damage to Summit's more than 100-year-old sanitary and storm sewer system directly impacts the health, safety, and well-being of citizens. With the exception of 19 parcels, all properties within the city are serviced by its sanitary sewer system. DCS is responsible for oversight and management of 2,300 sanitary sewer structures and 82 miles of sanitary sewer. The city's sanitary sewer system includes a network of various sized pipes, four pumping stations, and a main trunk line that conveys all city sewage to a sewage treatment plant in Elizabeth, NJ. Engineering partners with public works to identify sewer infrastructure projects using closed-circuit camera inspections and visual field inspections. In addition to emergency repairs and sewer upgrades completed in conjunction with roadway improvement projects, engineering completes approximately three sanitary sewer improvement projects from design through construction each year. In addition, the city also receives sewage from New Providence and works closely with the New Providence DPW to monitor flow volumes. In 2022, the city performed 21,000 linear feet of storm and sanitary video inspections.

Road Maintenance and Projects: Each year, the city approves capital funding for infrastructure projects with the largest portion being dedicated to roadway improvements. Engineering is responsible for maintaining an ongoing inventory of 63 miles of city-owned roadways and schedules these roads for improvements through the annual Pavement Rating System (PRS) in a six-year Capital Plan. DCS completes the design and conducts an annual inspection of several roadway improvement projects. Public works is responsible for roadway and infrastructure maintenance and repair, including paving of specific streets, micro-surfacing, pothole repair, curb installation and repair, thermoplastic applications, and seasonal work such as snow and ice control, removal, and plowing. Public Works also ensures compliance with NJ state storm water regulations. Additionally, proposals for qualifying roads are submitted annually to the NJDOT for potential grant funding; engineering has secured at close to $4,000,000 in funding since 2008.

In 2022, the city also paved two miles of city roads through capital budget improvements and through negotiations with PSE&G as part of the city-wide gas main upgrades, and performed micro paving on 12 streets for a total of 27,100 square yards.

Pedestrian Safety: Pedestrian safety remains a top priority. Through technical analysis and studies, the Engineering Division works with Public Works and the Health and Safety Committee to identify and oversee projects from conceptual design through construction, including labor-intensive monitoring, evaluation, and implementation. Projects are completed annually and often include sidewalk installation and improvements, implementation of ADA requirements, flashing beacons, speed humps, signage, upgrade of pedestrian traffic signals, and striping. Public Works executes sidewalk installations and repairs on city property as needed, along with the proper operation of more than 460 traffic and pedestrian signal light heads and 121 Central Retail Business District (CRBD) decorative (street, pedestrian, etc.) lights. Pedestrian safety is also addressed within roads projects annually.

Parks and Recreation: Upgrading and maintaining the city's recreation facilities requires the cooperation of engineering, public works, and the Department of Community Programs. For construction projects, engineering assumes the lead design and project management role. Throughout the year, the engineering division is relied upon for assistance with design, maintenance, and minor upgrades. Public works is responsible for the maintenance and improvements of 15 athletic fields, the municipal golf course, and Summit Family Aquatic Center. The Division of Public Works maintains these items of infrastructure on a daily basis which impact families and residents.

GIS (Geographic Information System): Engineering is responsible for the upgrade and maintenance of the city's GIS system. Data is continually added and revised with the goal of having the entire key city infrastructure mapped and readily accessible for staff. A portal with more general information will be launched for public use soon. This tool will provide an exceptional method of tracking city assets including storm and sanitary sewer structures, signage, and regulatory striping.

Fleet Maintenance: Public Works oversees the fleet maintenance program, managing more than 250 city vehicles and equipment (police, fire, code/construction, parking, engineering, public works, Board of Education, etc.). Mechanics provide professional expertise in everything from emergency vehicle lighting to electrical/hydraulic/brake systems and engine components. Fleet mechanics also provide emergency operation support 24/7 through storm events.

City Infrastructure/Property Maintenance: Public Works is responsible for the daily care and maintenance of over 8,000 city trees, numerous parking lots and garages, parks and recreation areas, city buildings and properties, athletic fields using integrated pest management (IPM) where applicable, art installations, playgrounds, CRBD work, and public spaces. Public Works contracts with a licensed forester who assists in maintaining the city's urban forest and also works with the Shade Tree Advisory Committee and the Environmental Commission to promote environmental best practices.

Sanitation and Solid Waste Management: Public Works oversees the solid waste stream, including residential and commercial trash, bulky waste, and recyclables. The public works fleet includes specialized trailers for the transport of solid waste. Public Works manages the Municipal Transfer Station, which handles the community's recycling needs and leaf collection/composting. The Transfer Station annually processes approximately 10,000 tons of municipal solid and bulky waste, 5,000 tons of recyclables, and 9,500 cubic yards of leaf compost. The Public Works Division works together with the Recycling Advisory Committee (RAC) to continue to divert tonnage from the city's waste stream.

	2022	2021	% Change Annual	Monthly Average 2022	Monthly Average 2021
ENGINEERING					
Grading Permits	87	94	-7.5%	7	8
Public Utilities	141	134	5.2%	12	11
Storm/Sanitary Sewers	12	14	-14.3%	1	1
Road Opening	2	7	-71.4%	0.5	1
Curb/Sidewalks	31	41	-24.4%	3	3
Engineering Permits Total	**273**	**290**	**-5.9%**	**23.5**	**24**

CONSTRUCTION

The construction office is responsible for administering the statewide New Jersey Uniform Construction Code (UCC), issuing construction permits, and conducting the mandated inspections for building, electrical, plumbing, fire, and mechanical work. The office issues approximately 2,200 permits annually with 96% released on or ahead of schedule. This represents anywhere from $150 to $170 million dollars of construction work each year and an annual average of 9,000 inspections completed. DCS and UCC total revenues increased approximately 8% compared to last year.

	2022	2021	% Change Annual	Monthly Average 2022	Monthly Average 2021
CONSTRUCTION					
UCC Inspections Total	9,081	8,799	3.2%	757	733
Permit Revenue	$1,945,293	$1,807,079	7.7%	$162,108	$150,590
Construction Value Total	$164,809,094	$121,401,510	35.8%	$13,734,091	$10,116,792
Permits Issued Total	2,200	2,187	0.6%	183	182

LAND USE/ZONING

The land use/zoning office is responsible for administering the Summit Development Regulations Ordinance (DRO) for city zoning regulations. This includes a prior approval review of more than 600 construction projects for zoning compliance. The office issues more than 825 zoning certificates of occupancy each year, entailing more than 1,200 inspections for home re-sales and tenant changes. Technical and administrative assistance is provided to the city's two land use boards.

ZONING	2022
• **Applications approved**	63
• **Applications denied**	5
• **Applications submitted**	59
• **Applications withdrawn**	5
• **Applications in-process/heaing**	37
• **Applications scheduled for hearing**	50
• **Applications fees collected**	$20,656
• **Escrow deposits**	$60,039
• **Inspection fees collected**	$15,919

PLANNING	2022
• **Applications approved**	6
• **Applications denied**	0
• **Applications submitted**	5
• **Applications withdrawn**	3
• **Applications in-process/heaing**	5
• **Applications scheduled for hearing**	3
• **Applications fees collected**	$10,169
• **Escrow deposits**	$12,233
• **Inspection fees collected**	$0

AFFORDABLE HOUSING

In October 2016, the city executed an agreement with the Fair Share Housing Center (FSHC) to settle litigation between the city and the FSHC to establish the "fair share" of the regional need for low- and moderate-income housing. The settlement agreement also delineates actions that the city must take to satisfy its legal requirement of fair share housing. Following endorsement, the city began creating and implementing zoning ordinances to support the plan. The city's affordable housing multi-family set-aside ordinance was amended to include language to address a compensatory benefit for the imposition of affordable housing set aside. The city also established the Affordable Housing Ordinance creating a new chapter, Chapter VIII, Affordable Housing of the Municipal Code of the City of Summit.

On January 22, 2019, by consent of the Fair Share Housing Center and Special Master Caton, Judge Kenny entered the city's Final Round 3 Judgment of Compliance and Repose, meaning that the Round 3 Fair Share Plan is approved and it therefore has repose (i.e. immunity) from all Mount Laurel lawsuits through July 2, 2025.

Progress continued in 2022 with the city's affordable housing initiatives, which included but is not limited to the following:

- Several additional 30-year affordable deed restrictions were filed for various locations throughout the city.
- The city began discussions with a group home nonprofit for deed restriction with one of their existing Summit properties.
- Planning for the Broad Street West Redevelopment project continued in 2022. If developed, the project will yield new construction units towards the city's 50-unit goal by 2025.
- A concept plan is in development for two new construction units on Ashwood Court as part of the Morris Habitat Settlement Agreement.
- The Zoning Board is hearing a development application that, if approved, would yield seven new construction units under the multi-family set-aside ordinance.
- Brandywine Living at 41 Springfield Avenue produced 10 units under the mandatory 10% state set-aside rule.
- Morris Habitat began construction on their 12-unit, 100% affordable project at 146 Morris Avenue.

- An affordable housing presentation and progress report was presented to the public and Common Council in November 2022.
- The Administrative Agent continues to qualify applicants for affordable housing units that are slated for completion or need re-rental in 2022 and beyond.

The Affordable Housing Committee met in February 2022 to discuss the status of affordable housing activity in the community and met again for updates in October 2022 and February 2023. The detailed 2022 annual report and all prior annual reports as well as meeting information can be found at: www.cityofsummit.org/AH.

PROPERTY MAINTENANCE

Enforcement of the city's property maintenance and housing code are critical to maintaining Summit's excellent property values and quality of life. Proactive field work and prompt complaint response are the hallmarks of the program. With the addition of a part-time inspector in this area, public complaints are at an all-time low.

SAFE HOMES

The city's Safe Homes program was created in the mid-1990's to address the growing issue regarding overcrowding and illegal or unsafe living arrangements. The program works closely with the city's emergency responders to investigate and correct unsafe housing conditions, respond promptly to complaints, and issue fines to landlords and tenants for violations.

Environmental/Art Initiatives/Forestry

DCS manages and administers the city's arts and environmental programs. Further, DCS supports economic sustainability wherever possible in all city practices. The city won the first-ever Sustainability Champion Award for its Sustainable Jersey submission in 2009, spearheaded by DCS, tying for first place in the medium municipality category and second place overall, winning this distinction for six years running. 2022 marks the recertification of Summit's Silver SJ designation. The Sustainable Jersey certification

program recognizes a community's environmental accomplishments. DCS oversees the Summit Free Market, an environmental program that facilitates the free exchange of yard-sale quality reusable items among residents. 2020 was the first year in a four-year initiative to plant 1,000 trees in the city, and as of 2022, the city has planted 920 trees.

Resident Assistance

DCS staff provide direct assistance to city residents every day through phone calls, emails, site visits, preparation of maps, service calls, reviewing, issuing and inspecting permits, public works emergencies, new resident/business information, and scheduling inspections. The city's online service request system, SeeClickFix (SCF), enables citizens to report issues 24/7. In 2022, DCS processed over 5,500 SCF requests. Another avenue of resident communications and transparency is the city's online OPRA platform; DCS processed over 700 OPRA requests in 2022.

DCS Operations

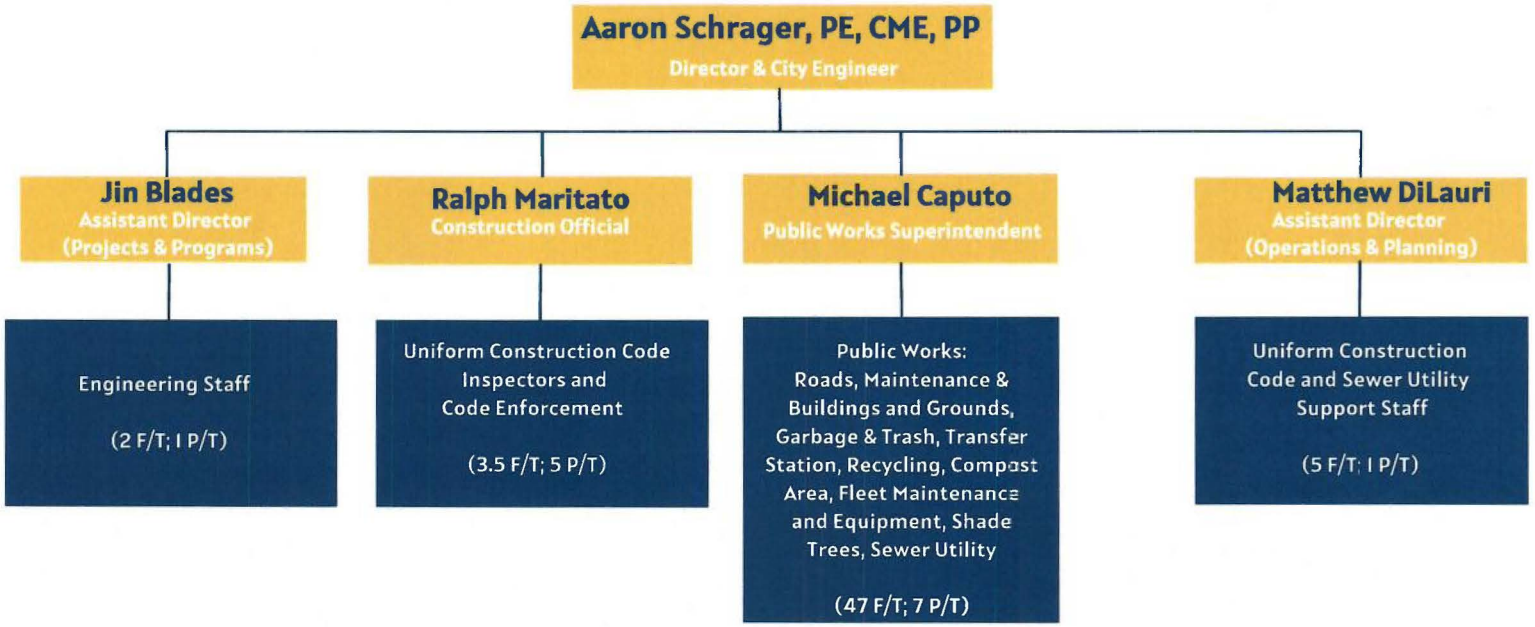
DCS plays an integral role on the city's emergency management team, providing on-call, immediate response 24/7 for emergencies including first response in storm events, accident response assistance efforts, and building infrastructure damage. This includes everything from maintaining access to critical medical and first-responder facility locations during weather-related emergencies to determining the integrity and safety of a building in the event of damage.

Coordination with the various federal, state, and county agencies that have jurisdiction over various city infrastructure is a vital responsibility of DCS. Open communication assures conformance to all current regulations and maintains a working relationship to ensure efficient projects. In 2022, DCS received $1,687,388 from federal, county, and state grants.

As the city's largest department with the broadest jurisdiction, DCS is continuously striving to improve operations to better the quality of life for Summit citizens. Our goal is to make the city one of the most attractive places in New Jersey to reside by maintaining the highest level of community standards, from sustaining and upgrading robust infrastructure to implementing city-wide environmental best practices and facilitating safe, compliant land development and smart economic growth.

Office of the Department of Community Services (DCS)

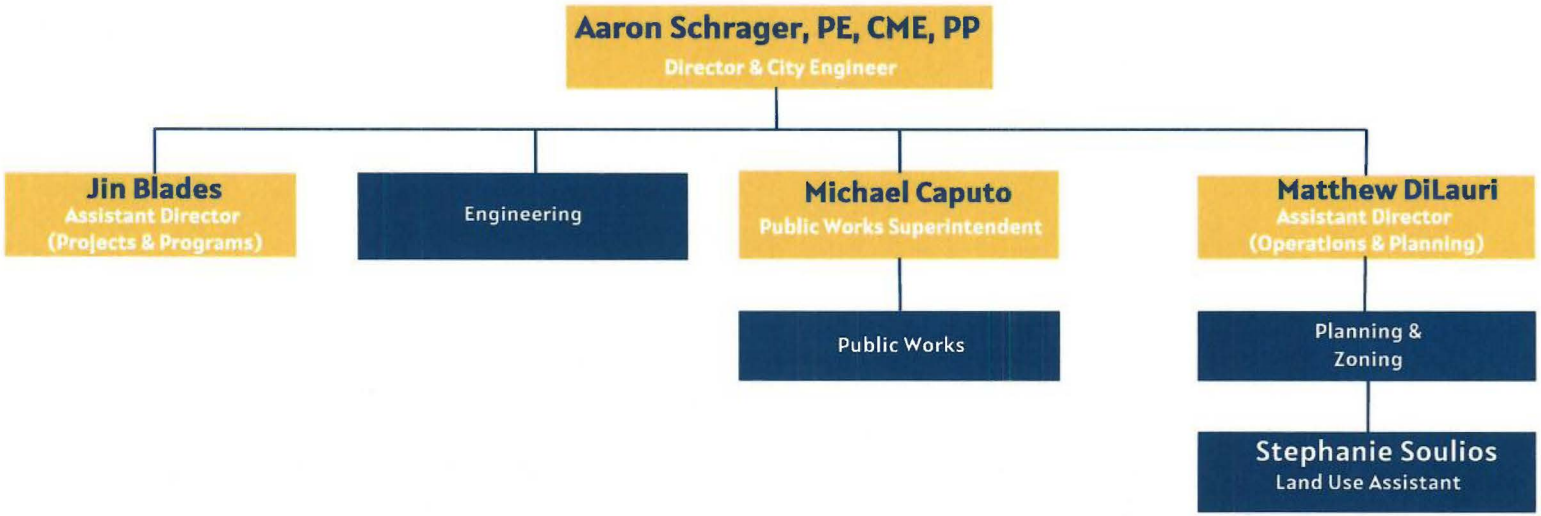
2023 Organizational Chart - DCS Overview



62.5 Full-Time Employees
14 Part-Time Employees

Office of the Department of Community Services (DCS)

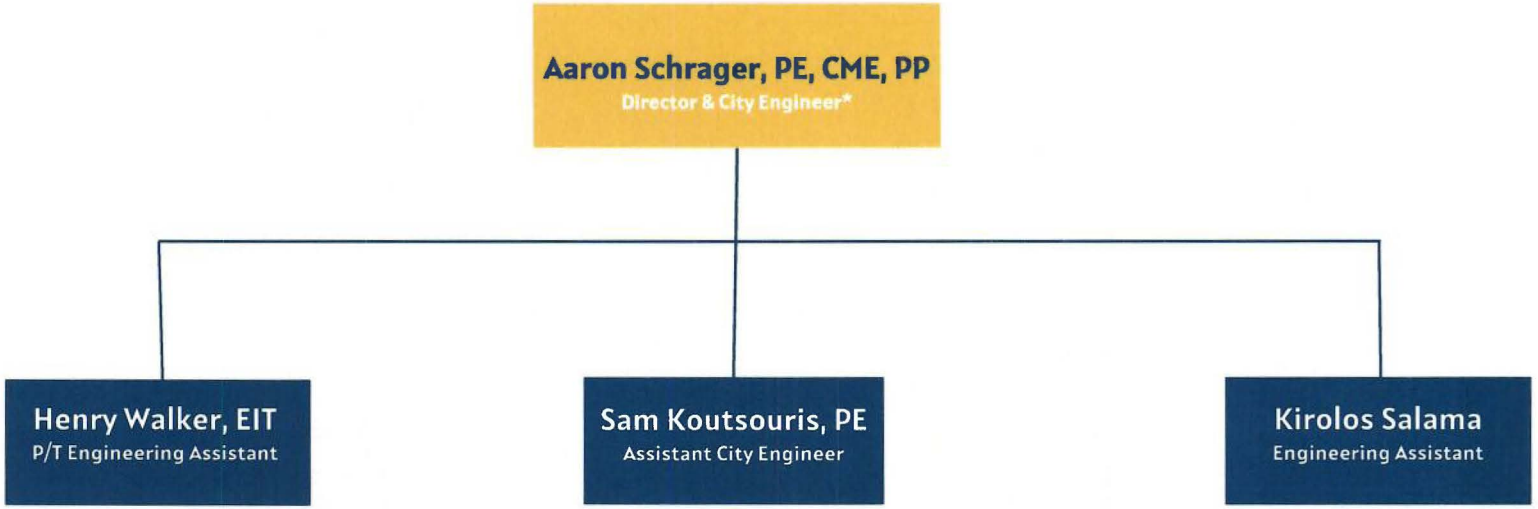
2023 Organizational Chart - DCS Administration



5 Full-Time Employees

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Engineering Division

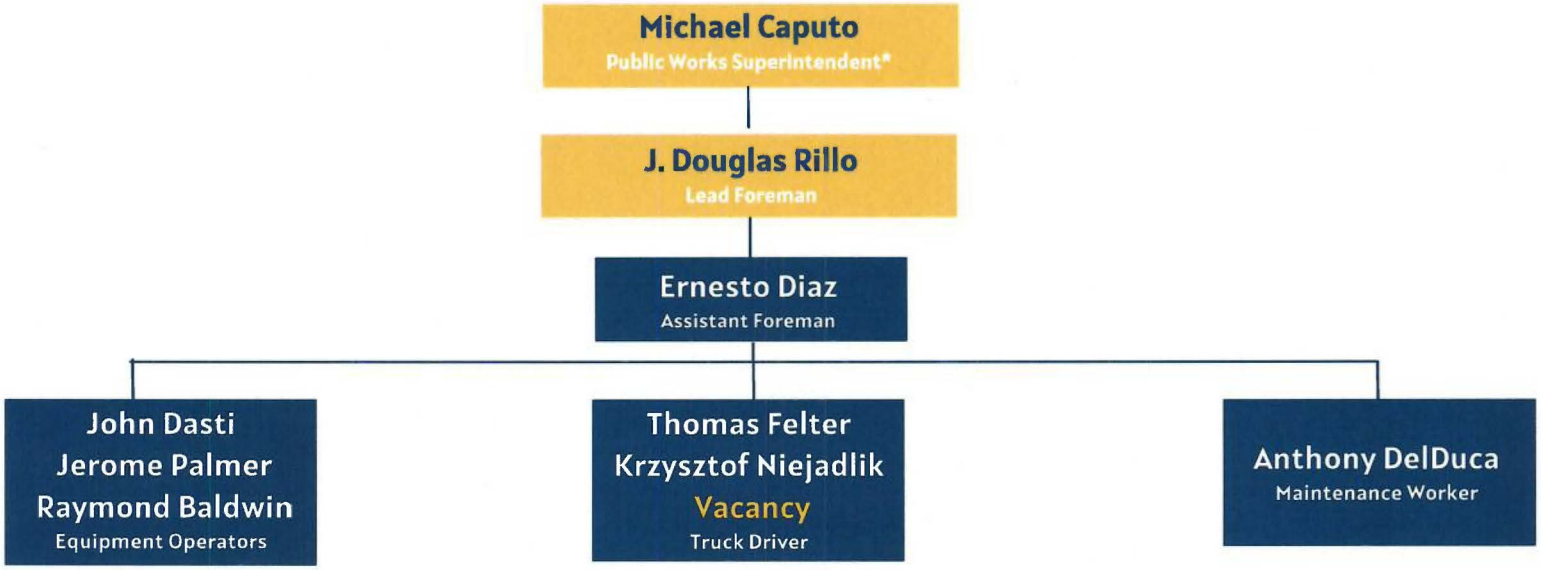


2 Full-Time Employees
1 Part-Time Employee
***Does not include City Engineer paid out of DCS Administration**

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Division of Public Works (DPW)

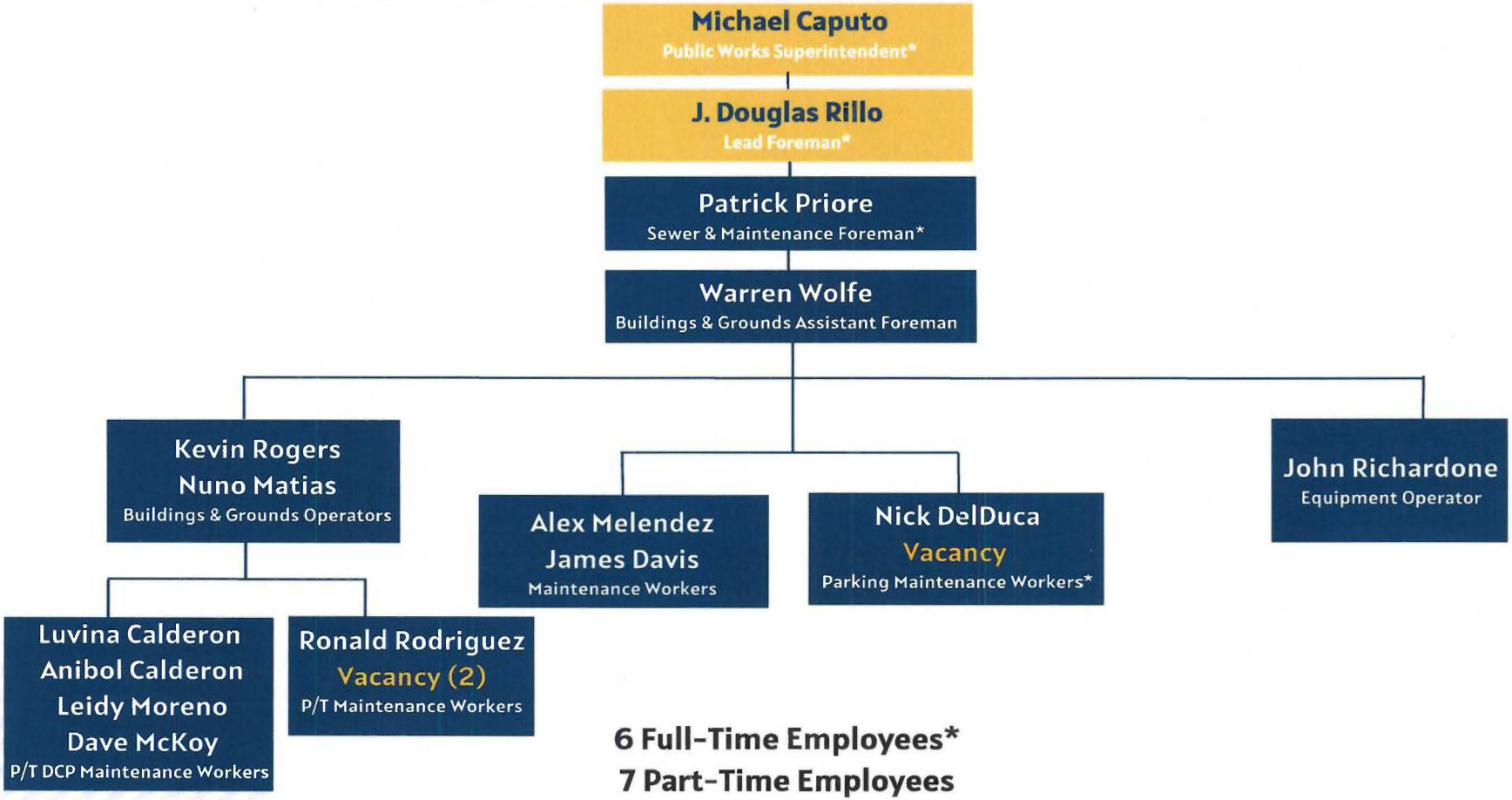
Roads Unit



9 Full-Time Employees*

***Does not include Superintendent**

Office of the Department of Community Services (DCS)
2023 Organizational Chart - Division of Public Works (DPW)
Maintenance and Buildings & Grounds Unit



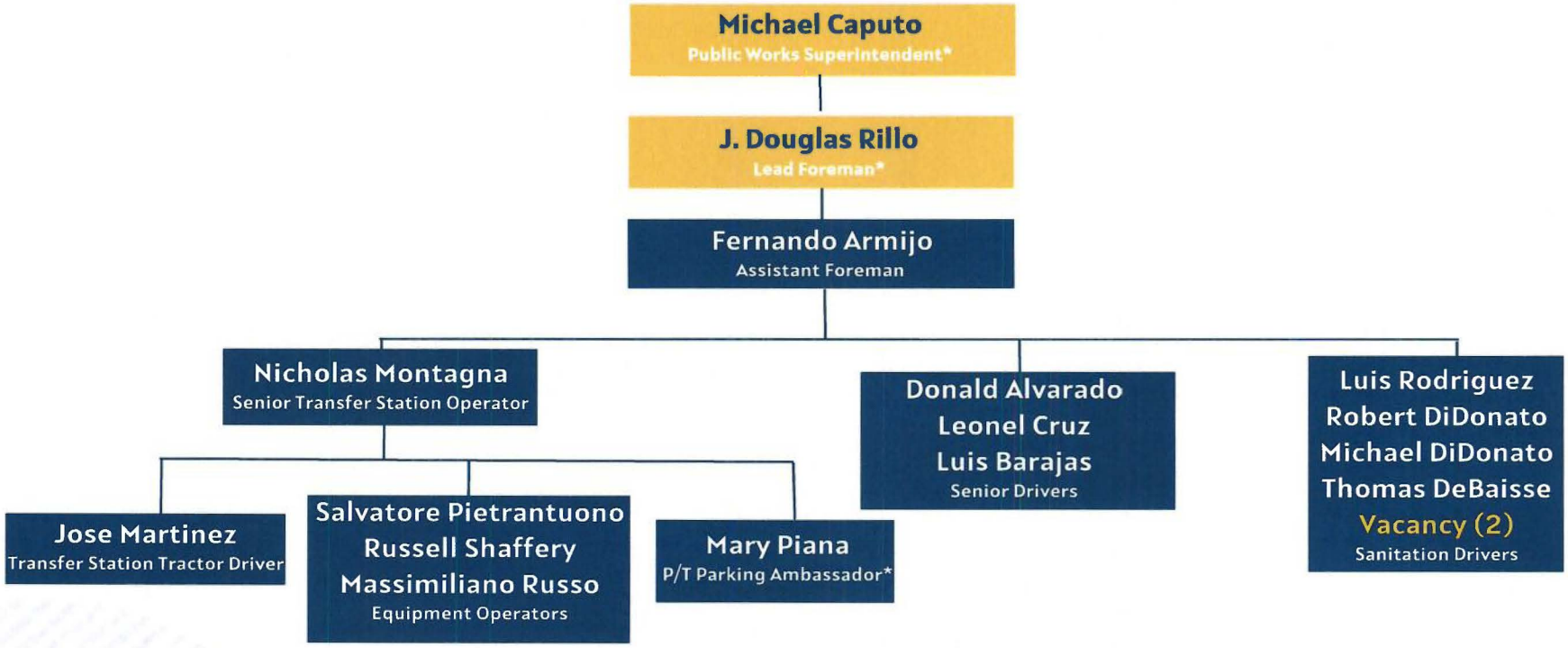
6 Full-Time Employees*
7 Part-Time Employees

***Does not include Public Works Superintendent, Lead Foreman, Sewer & Maintenance Foreman & 2 part-time Parking Maintenance Workers who are paid out of Parking Services**

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Division of Public Works (DPW)

Sanitation/Transfer Station/Recycling/Compost Area



15 Full-Time Employees*

***Does not include Public Works Superintendent, Lead Foreman, or PT Parking Ambassador (paid out of Parking Services)**

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Division of Public Works (DPW)

Fleet Maintenance & Equipment Unit

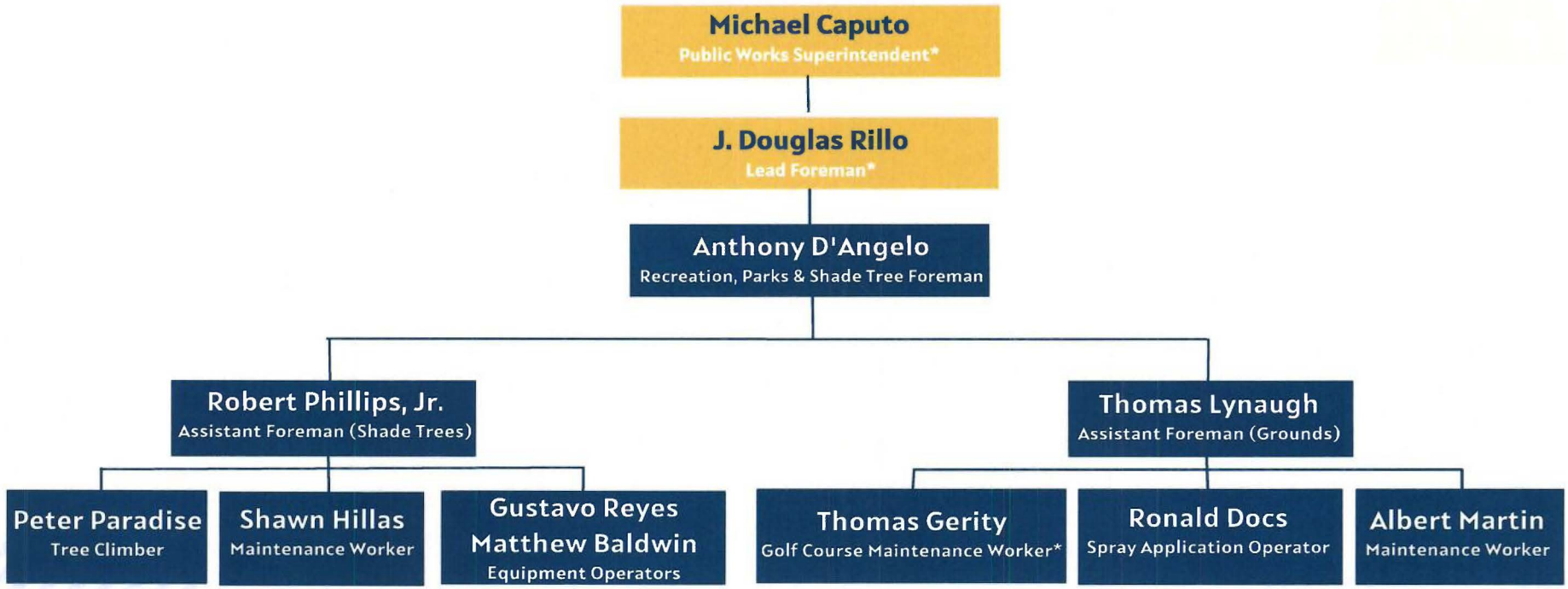
3 Full-Time Employees*

***Does not include Superintendent and Lead Foreman**

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Division of Public Works (DPW)

Recreation, Parks & Shade Trees Unit



9 Full-Time Employees*

***Does not include Superintendent, Lead Foreman, or Golf Course Maintenance Worker**

Office of the Department of Community Services (DCS)

2023 Organizational Chart - Code Enforcement

2 Full-Time Employees*
1 Part-Time Employee
***Does not include Chief Inspector**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 513,288	$ 513,288	$ 534,298	$ (21,010)	$ 533,375	$ 533,375	$ 20,087	*3.91%*
102	Temps/Part Time	0	0	0	0	0	0	0	*0.00%*
130	DCS Staff Support	1,000	8,500 *	0	8,500	1,000	1,000	0	*0.00%*
194	Overtime - 4th July	5,000	5,000	0	5,000	5,000	5,000	0	*0.00%*
195	National Night Out	5,500	5,500	3,442	2,058	5,500	5,500	0	*0.00%*
196	Overtime - Summit Free Market	5,500	5,500	0	5,500	5,500	5,500		
	Total Salary & Wages	**$ 530,288**	**$ 537,788**	**$ 537,740**	**$ 48**	**$ 550,375**	**$ 550,375**	**$ 20,087**	*3.79%*
	**Transferred $7,500 from Engineering S&W*								
	Other Expenses								
201	Supplies & Materials	$ 14,000	$ 14,000	$ 14,085	$ (84)	$ 15,500	$ 15,500	$ 1,500	*10.71%*
202	Marketing & Advertising	3,000	3,000	3,747	(747)	3,000	3,000	0	*0.00%*
205	Nat'l Night Out & 4th July Materials	1,000	1,000	707	293	1,000	1,000	0	*0.00%*
505	Condo/Apts Snow & Lighting	5,000	5,000	392	4,608	5,000	5,000	0	*0.00%*
509	Cell Services	2,000	2,000	0	2,000	2,000	2,000	0	*0.00%*
701	Equipment	10,500	10,500	9,718	782	10,500	10,500	0	*0.00%*
804	Training & Seminars	6,500	6,500	5,957	543	6,500	6,500	0	*0.00%*
806	Memberships	3,500	3,500	3,600	(100)	3,600	3,600	100	*2.86%*
808	Personal Expenses	1,600	1,600	0	1,600	1,600	1,600	0	*0.00%*
809	Conferences & Meetings	4,700	4,700	1,671	3,029	4,700	4,700	0	*0.00%*
810	Software Maintenance	29,500	29,500	30,700	(1,200)	30,000	30,000	500	*1.69%*
812	Licenses & Certifications	2,000	2,000	2,486	(486)	6,400	6,400	4,400	*220.00%*
	Total Other Expenses	**$ 83,300**	**$ 83,300**	**$ 73,062**	**$ 10,238**	**$ 89,800**	**$ 89,800**	**$ 6,500**	*7.80%*
	Division Total	**$ 613,588**	**$ 621,088**	**$ 610,802**	**$ 10,286**	**$ 640,175**	**$ 640,175**	**$ 26,587**	**4.33%**
29-401-000									
200	***Downtown Maintenance***	**$ 8,500**	**$ 8,500**	**$ 8,500**	**$ 0**	**$ 8,500**	**$ 8,500**	**$ 0**	***0.00%***
	Overall Community Services Total	**$ 622,088**	**$ 629,588**	**$ 619,302**	**$ 10,286**	**$ 648,675**	**$ 648,675**	**$ 26,587**	**4.27%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Stipend	Longevity	2023 Total
Blades, Jin	Full-Time	Assistant Director	$ 103,496	$ 105,825	13	19		$ 0	$ 105,825
Caputo, Michael	Full-Time	Superintendent of Public Works	114,796	115,976	16	17	3,000	2,000	120,976
DiLauri, Matthew (75%)	Full-Time	Assistant Director	68,400	70,280	13	14		0	70,280
Soulios, Stephanie	Full-Time	Land Use Assistant	0	50,759	6	7	10,000	0	60,759
Schrager, Aaron	Full-Time	DCS Director	164,228	175,535	19	19		0	175,535
Nicola, Christopher*	Full-Time	Land Use Assistant	62,368					0	0
		Salaries & Wages Total	**$ 450,920**	**$ 518,375**			**$ 13,000**	**$ 2,000**	**$ 533,375**

**Transferred to Code Enforcement*

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full Time	$ 302,213	$ 180,213 *	$ 158,650	$ 21,563	$ 223,143	$ 223,143	$ (79,070)	-26.16%
102	Interns	17,000	17,000	18,564	(1,564)	17,000	17,000	0	0.00%
106	Part Time	67,860	47,860 **	42,578	5,283	54,288	54,288	(13,572)	-25.00%
	Total Salary & Wages	**$ 387,073**	**$ 245,073**	**$ 219,791**	**$ 25,282**	**$ 294,431**	**$ 294,431**	**$ (92,642)**	**-23.93%**
		** Transferred $122,000 to various accounts*							
		*** Transferred $20,000 to Gasoline*							
	Other Expenses								
201	Supplies and Materials	$ 1,500	$ 1,500	$ 1,718	$ (218)	$ 1,500	$ 1,500	$ 0	0.00%
405	Vehicle Maintenance	1,500	1,500	391	1,109	1,500	1,500	0	0.00%
503	Contract Services	7,500	7,500	6,510	990	7,500	7,500	0	0.00%
504	GIS CAD Software License	9,000	9,000	0	9,000	9,000	9,000	0	0.00%
505	Printing	2,000	2,000	4,169	(2,169)	1,500	1,500	(500)	-25.00%
709	Miscellaneous Equipment	1,000	1,000	664	336	1,000	1,000	0	0.00%
809	Conferences/Meetings & Training	5,000	5,000	4,598	402	5,000	5,000	0	0.00%
				0					
	Total Other Expenses	**$ 27,500**	**$ 27,500**	**$ 18,050**	**$ 9,450**	**$ 27,000**	**$ 27,000**	**$ (500)**	**-1.82%**
	Division Total	**$ 414,573**	**$ 272,573**	**$ 237,841**	**$ 34,732**	**$ 321,431**	**$ 321,431**	**$ (93,142)**	**-22.47%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Vacancy	Full-Time	City Engineer	$ 69,650	$ 55,000	17	19	$ 0	$ 55,000
Koutsouris, Sam	Full-Time	Assistant City Engineer	101,588	103,038	15	14-16	0	103,038
Salama, Kirilos	Full-Time	Engineering Assistant	63,115	65,105	11	3-5	0	65,105
Walker, Henry (temporary)	Part-Time	Assistant Engineer	67,860	54,288	13	19	0	54,288
	Salaries & Wages Total		**$ 302,213**	**$ 277,431**			**$ 0**	**$ 277,431**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 664,129	$ 639,129 *	$ 625,265	$ 13,864	$ 681,051	$ 681,051	$ 16,922	2.55%
103	Seasonal	8,000	8,000	5,760	2,240	8,000	8,000	0	0.00%
104	Overtime	75,000	75,000	47,456	27,544	75,000	75,000	0	0.00%
107	Snow Removal	155,000	155,000	88,083	66,917	105,000	75,000	(80,000)	-51.61%
	Total Salary & Wages	**$ 902,129**	**$ 877,129**	**$ 766,564**	**$ 110,565**	**$ 869,051**	**$ 839,051**	**$ (63,078)**	**-6.99%**
	** Transferred $25,000.00 to Gasoline*								
	Other Expenses								
201	Supplies	$ 5,000	$ 5,000	$ 2,737	$ 2,263	$ 5,000	$ 5,000	$ 0	0.00%
205	Tools	2,000	2,000	1,021	979	2,000	2,000	0	0.00%
211	Road Materials	60,000	70,000 **	73,297	(3,297)	60,000	60,000	0	0.00%
407	Snow Removal Services	25,000	25,000	40,003	(15,003)	25,000	25,000	0	0.00%
408	Snow Removal Materials	57,000	57,000	33,088	23,912	57,000	45,000	(12,000)	-21.05%
801	Clothing Purchase/Cleaning	0	0	0	0	0	0	0	0.00%
	***Transferred $10,000 from Engineering S&W*								
	Total Other Expenses	**$ 149,000**	**$ 159,000**	**$ 150,146**	**$ 8,854**	**$ 149,000**	**$ 137,000**	**$ (12,000)**	**-8.05%**
	Division Total	**$ 1,051,129**	**$ 1,036,129**	**$ 916,710**	**$ 119,419**	**$ 1,018,051**	**$ 976,051**	**$ (75,078)**	**-7.14%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Stipend	Longevity	2023 Total
Baldwin, Raymond	Full-Time	Equipment Operator	$ 83,442	$ 85,286	8	19		$ 1,500	$ 86,786
Dasti, John	Full-Time	Equipment Operator	82,942	85,286	6	14		1,500	86,786
DelDuca, Anthony	Full-Time	Maintenance Worker	0	44,627	4	3		0	44,627
Diaz, Ernesto Jr.	Full-Time	Assistant Foreman	89,327	91,292	9	19		2,000	93,292
Felter, Thomas	Full-Time	Truck Driver	55,814	58,639	6	6-8		0	58,639
Palmer, Jerome	Full-Time	Equipment Operator	83,942	85,786	8	19		2,000	87,786
Rillo, J. Douglas	Full-Time	Lead Foreman	115,957	103,140	11	19	$ 5,000	10,314	118,454
Niedjadlik, Krzysztof	Full-Time	Maintenance Worker	48,194	50,228	6	1-3		0	50,228
Vacancy	Full-Time	Maintenance Worker	45,872	0	5	1		0	0
Vacancy	Full-Time	Truck Driver	0	54,453	6	5		0	54,453
Retirement 7/26/22	Full-Time	Truck Driver	58,639	0	6	8		0	0
		Salaries & Wages Total	**$ 664,129**	**$ 658,737**			**$ 5,000**	**$ 17,314**	**$ 681,051**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 160,193	$ 160,193	$ 159,550	$ 643	$ 168,778	$ 168,778	$ 8,585	*5.36%*
104	Overtime	25,000	25,000	4,839	20,161	25,000	25,000	0	*0.00%*
106	Sick Leave Incentive	25,000	25,000	19,650	5,350	25,000	25,000	0	*0.00%*
	Total Salary & Wages	**$ 210,193**	**$ 210,193**	**$ 184,040**	**$ 26,153**	**$ 218,778**	**$ 218,778**	**$ 8,585**	*4.08%*
	Other Expenses								
201	Supplies	$ 5,000	$ 5,000	$ 5,036	$ (36)	$ 5,000	$ 5,000	$ 0	*0.00%*
205	Tools	1,100	1,100	1,925	(825)	1,100	1,100	0	*0.00%*
211	Road Materials	6,000	9,100 *	9,014	86	6,000	6,000	0	*0.00%*
212	Sewer Materials	5,000	5,000	8,008	(3,008)	5,000	5,000	0	*0.00%*
215	Street Name Signs	3,000	3,000	2,701	299	3,000	3,000	0	*0.00%*
216	Storm Water Licenses	5,750	5,750	6,050	(300)	8,750	8,750	3,000	*52.17%*
408	Traffic Signal Maintenance	25,000	25,000	24,809	191	25,000	25,000	0	*0.00%*
409	Street Light Maintenance	5,000	5,000	1,170	3,830	5,000	5,000	0	*0.00%*
502	Road Striping Contract Services	10,000	10,000	6,800	3,200	10,000	10,000	0	*0.00%*
801	Clothing Purchase/Cleaning	0	0	35	(35)	0	0	0	*0.00%*
	Total Other Expenses	**$ 65,850**	**$ 68,950**	**$ 65,547**	**$ 3,403**	**$ 68,850**	**$ 68,850**	**$ 3,000**	*4.56%*
		**Transferred in $3,100 from Code Enforcement*							
	Division Total	**$ 276,043**	**$ 279,143**	**$ 249,587**	**$ 29,556**	**$ 287,628**	**$ 287,628**	**$ 11,585**	**4.20%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
Davis, James	Full-Time	Maintenance Worker	$ 45,872	$ 48,194	5	3	$ 0	$ 48,194
Melendez, Alexander	Full-Time	Maintenance Worker	51,900	54,528	5	8	0	54,528
Richardone, John	Full-Time	Equipment Operator	62,421	65,556	8	9	500	66,056
	Salaries & Wages Total		**$ 160,193**	**$ 168,278**			**$ 500**	**$ 168,778**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 528,903	$ 528,903	$ 532,154	$ (3,251)	$ 548,094	$ 548,094	$ 19,191	*3.63%*
102	Per Diem	100,000	100,000	90,493	9,507	100,000	$ 100,000	0	*0.00%*
104	Overtime	20,000	20,000	2,450	17,550	15,000	15,000	(5,000)	*-25.00%*
105	Holiday Pay	30,000	30,000	15,088	14,912	25,000	25,000	(5,000)	*-16.67%*
109	Leaf Pay	30,000	30,000	25,167	4,834	30,000	30,000	0	*0.00%*
	Total Salary & Wages	**$ 708,903**	**$ 708,903**	**$ 665,351**	**$ 43,552**	**$ 718,094**	**$ 718,094**	**$ 9,191**	*1.30%*
	Other Expenses								
209	Supplies & Materials	$ 2,500	$ 2,500	$ 2,051	$ 449	$ 2,500	$ 2,500	$ 0	*0.00%*
404	Ground Maintenance	1,500	1,500	605	895	1,500	1,500	0	*0.00%*
801	Clothing Maintenance/ Cleaning	0	0	0	0	0	0	0	*0.00%*
	Total Other Expenses	**$ 4,000**	**$ 4,000**	**$ 2,656**	**$ 1,344**	**$ 4,000**	**$ 4,000**	**$ 0**	*0.00%*
	Division Total	**$ 712,903**	**$ 712,903**	**$ 668,007**	**$ 44,896**	**$ 722,094**	**$ 722,094**	**$ 9,191**	**1.29%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Alvarado, Donald	Full-Time	Truck Driver	$ 77,220	$ 77,424	6	14	$ 1,500	$ 78,924
Barajas, Luis	Full-Time	Truck Driver	57,209	60,105	6	7-9	0	60,105
Cruz, Leonel	Full-Time	Truck Driver	60,605	65,247	6	11-13	500	65,747
DeBiasse, Thomas	Full-Time	Truck Driver	51,829	53,141	6	3-5	0	53,141
DiDonato, Michael	Full-Time	Truck Driver	51,829	53,141	6	3-5	0	53,141
DiDonato Robert	Full-Time	Truck Driver	49,332	51,829	6	3	0	51,829
Rodriquez, Luis	Full-Time	Truck Driver	77,220	77,424	6	14	1,500	78,924
Rodriquez-Vasquez, Dervin	Full-Time	Truck Driver	51,829	54,453	6	5	0	54,453
Morales, David*	Full-Time	Truck Driver	51,829	0			0	0
Vacancy	Full-Time	Truck Driver	0	51,829	6	3	0	51,829
**Transferred to Roads*								
	Salaries & Wages Total		**$ 528,903**	**$ 544,594**			**$ 3,500**	**$ 548,094**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 88,827	$ 88,827	$ 88,827	$ 0	$ 90,792	$ 90,792	$ 1,965	2.21%
	Total Salary & Wages	**$ 88,827**	**$ 88,827**	**$ 88,827**	**$ 0**	**$ 90,792**	**$ 90,792**	**$ 1,965**	**2.21%**
	Other Expenses								
203	Supplies	$ 2,250	$ 2,250	$ 3,393	$ (1,143)	$ 2,250	$ 2,250	$ 0	0.00%
205	Tools	500	500	30	470	500	500	0	0.00%
512	Curbside Collection	698,000	698,000	631,706	66,294	840,800	840,800	142,800	20.46%
	Total Other Expenses	**$ 700,750**	**$ 700,750**	**$ 635,129**	**$ 65,621**	**$ 843,550**	**$ 843,550**	**$ 142,800**	**20.38%**
	Division Total	**$ 789,577**	**$ 789,577**	**$ 723,956**	**$ 65,621**	**$ 934,342**	**$ 934,342**	**$ 144,765**	**18.33%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Armijo, Fernando	Full-Time	Sanitation/Recycling Assistant Foreman	$ 88,827	$ 89,292	9	14	$ 1,500	$ 90,792
	Salaries & Wages Total		$ 88,827	$ 89,292			$ 1,500	$ 90,792

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 229,367	$ 229,367	$ 219,969	$ 9,398	$ 234,596	$ 234,596	$ 5,229	*2.28%*
104	Overtime	40,000	40,000	27,460	12,540	40,000	40,000	0	*0.00%*
109	Other Pay - Holiday Pay	0	0	0	0	0	0	0	*0.00%*
	Total Salary & Wages	$ 269,367	$ 269,367	$ 247,429	$ 21,938	$ 274,596	$ 274,596	$ 5,229	*1.94%*
	Other Expenses								
202	Supplies & Materials	$ 5,000	$ 5,000	$ 5,487	$ (487)	$ 5,000	$ 5,000	$ 0	*0.00%*
216	Facility Licenses	64,000	64,000	15,495	48,506	28,000	28,000	(36,000)	*-56.25%*
223	Tolls	250	250	250	0	250	250	0	*0.00%*
402	Building Maintenance	12,000	12,000	6,189	5,811	12,000	12,000	0	*0.00%*
511	Computer Service	4,000	4,000	4,000	0	4,000	4,000	0	*0.00%*
801	Clothing Maintenance/ Cleaning	0	0	0	0	0	0	0	*0.00%*
809	Conferences & Meetings	1,500	1,500	744	756	1,500	1,500	0	*0.00%*
	Total Other Expenses	$ 86,750	$ 86,750	$ 32,164	$ 54,586	$ 50,750	$ 50,750	$ (36,000)	*-41.50%*
	Division Total	$ 356,117	$ 356,117	$ 279,593	$ 76,524	$ 325,346	$ 325,346	$ (30,771)	**-8.64%**
308-000	**Disposal Charges**								
201	Disposal Charges	$ 840,000	$ 840,000	$ 826,007	$ 13,993	$ 840,000	$ 840,000	$ 0	0.00%
202	Disposal Charges-Vegatative	$ 130,000	$ 130,000	$ 76,797	$ 53,203	$ 150,000	$ 150,000	$ 20,000	100.00%
	Overall Transfer Station Total	$ 1,326,117	$ 1,326,117	$ 1,182,397	$ 143,720	$ 1,315,346	$ 1,315,346	$ (10,771)	*-0.81%*

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Martinez, Jose	Full-Time	Transfer Station Tractor Driver	$ 83,942	$ 83,786	8	19	$ 2,000	$ 85,786
Montagna, Nicholas	Full-Time	Sr. Transfer Station Operator	89,327	89,292	9	19	2,000	91,292
Russo, Massimiliano	Full-Time	Maintenance Worker	56,098	57,518	8	3-5	0	57,518
	Salaries & Wages Total		**$ 229,367**	**$ 230,596**			**$ 4,000**	**$ 234,596**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 167,884	$ 179,884 *	$ 168,800	$ 11,084	$ 171,572	$ 171,572	$ 3,688	2.20%
104	Overtime	12,000	17,000 **	21,188	(4,188)	15,000	15,000	3,000	25.00%
	Total Salary & Wages	**$ 179,884**	**$ 196,884**	**$ 189,988**	**$ 6,896**	**$ 186,572**	**$ 186,572**	**$ 6,688**	**3.72%**
		**Transferred $12,000 from Engineering S&W*							
		***Transferred $5,000 from Engineering S&W*							
	Other Expenses								
205	Tools	$ 200	$ 200	$ 450	$ (250)	$ 200	$ 200	$ 0	0.00%
402	Compost Station Maintenance	4,000	4,000	2,052	1,948	4,000	4,000	0	0.00%
	Total Other Expenses	**$ 4,200**	**$ 4,200**	**$ 2,502**	**$ 1,698**	**$ 4,200**	**$ 4,200**	**$ 0**	**0.00%**
	Division Total	**$ 184,084**	**$ 201,084**	**$ 192,490**	**$ 8,594**	**$ 190,772**	**$ 190,772**	**$ 6,688**	**3.63%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Pietrantuono, Salvatore	Full-Time	Equipment Operator	$ 83,942	$ 83,786	8	19	$ 2,000	$ 85,786
Shaffery, Russell	Full-Time	Equipment Operator	83,942	83,786	8	14	2,000	85,786
	Salaries & Wages Total		**$ 167,884**	**$ 167,572**			**$ 4,000**	**$ 171,572**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 205,643	$ 205,643	$ 205,661	$ (18)	$ 214,217	$ 214,217	$ 8,574	4.17%
102	Part-Time	90,000	90,000	87,774	2,226	92,026	92,026	2,026	2.25%
104	Overtime	7,500	15,000 *	13,433	1,567	10,000	10,000	2,500	33.33%
	Total Salary & Wages	$ 303,143	$ 310,643	$ 306,867	$ 3,776	$ 316,243	$ 316,243	$ 13,100	4.32%
		**Transferred $7,500 from Engineering S&W*							
	Other Expenses								
201	Supplies & Materials	$ 30,000	$ 30,000	$ 28,517	$ 1,483	$ 30,000	$ 30,000	$ 0	0.00%
205	Tools	1,500	1,500	537	963	1,500	1,500	0	0.00%
411	Repairs - 41 Chatham Rd City Garage	12,500	12,500	10,433	2,067	12,500	12,500	0	0.00%
412	Repairs - 512 Springfield City Hall	25,000	25,000	23,082	1,918	25,000	25,000	0	0.00%
418	Repairs - 100 Morris Ave Comm Center	10,000	10,000	8,822	1,178	10,000	10,000	0	0.00%
419	Repairs - 5 Myrtle Ave Cornog Building	2,500	2,500	3,250	(750)	2,500	2,500	0	0.00%
420	Repairs - ButlerPkwy/Tatlock Fieldhouse	3,000	3,000	2,425	575	3,000	3,000	0	0.00%
421	Repairs - Wilson Park Pavilion	500	500	2,214	(1,714)	500	500	0	0.00%
422	Repairs - Free Market	1,000	1,000	100	900	1,000	1,000	0	0.00%
501	Pest Control Contract Services	500	500	2	498	500	500	0	0.00%
502	City Hall Maintenance Contracts	52,000	52,000	51,424	576	52,000	52,000	0	0.00%
503	Community Center Maintenance Contracts	14,250	14,250	1,931	12,319	11,250	11,250	(3,000)	-21.05%
504	Cornog Bldg Maintenance Contracts	1,000	1,000	1,135	(135)	1,000	1,000	0	0.00%
505	Other DCS Building Contracts	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
506	PB&G Generators	10,000	10,000	10,517	(517)	10,000	10,000	0	0.00%
	Total Other Expenses	$ 164,750	$ 164,750	$ 144,389	$ 20,361	$ 161,750	$ 161,750	$ (3,000)	-1.82%
	Division Total	$ 467,893	$ 475,393	$ 451,257	$ 24,136	$ 477,993	$ 477,993	$ 10,100	2.16%

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Matias, Nuno	Full-Time	Buildings & Grounds Operator	$ 53,395	$ 56,098	8	3	$ 0	$ 56,098
Rogers, Kevin	Full-Time	Buildings & Grounds Operator	82,424	83,786	8	14	1,000	84,786
Wolfe, Warren	Full-Time	Asst Foreman	69,824	72,833	9	9	500	73,333
	Salaries & Wages Total		**$ 205,643**	**$ 212,717**			**$ 1,500**	**$ 214,217**
Calderon, Anibol	Part-Time	Maintenance Worker - DCP	11,000	11,248			0	11,248
Calderon, Luvina	Part-Time	Maintenance Worker - DCP	11,000	11,248			0	11,248
Rodriquez, Ronald	Part-Time	Maintenance Worker	16,000	16,360			0	16,360
Barcley, Julot	Part-Time	Maintenance Worker	16,000	16,360			0	16,360
Sequeira, Wilberth	Part-Time	Maintenance Worker	16,000	16,360			0	16,360
Vacancy	Part-Time	Maintenance Worker - DCP	25,000	25,563			0	25,563
Vacancy	Part-Time	Maintenance Worker - DCP	17,000	17,383			0	17,383
	Salaries & Wages Total		**$ 90,000**	**$ 92,026**			**$ 0**	**$ 92,026**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 264,408	$ 264,408	$ 264,121	$ 287	$ 266,453	$ 266,453	$ 2,045	0.77%
104	Overtime	8,000	8,000	0	8,000	8,000	8,000	0	0.00%
	Total Salary & Wages	**$ 272,408**	**$ 272,408**	**$ 264,121**	**$ 8,287**	**$ 274,453**	**$ 274,453**	**$ 2,045**	0.75%
	Other Expenses								
201	Supplies & Materials	$ 3,000	$ 3,000	$ 6,156	$ (3,156)	$ 4,000	$ 4,000	$ 1,000	33.33%
205	Tools	1,500	1,500	1,227	273	1,500	1,500	0	0.00%
209	Safety Gear	5,000	5,000	4,789	211	5,000	5,000	0	0.00%
210	First Aid Supplies	1,500	1,500	2,513	(1,013)	1,500	1,500	0	0.00%
214	Vehicle Supplies	9,000	9,000	9,727	(727)	9,000	9,000	0	0.00%
601	Roads Equipment Maintenance	27,500	27,500	16,586	10,914	27,500	27,500	0	0.00%
602	Public Works Equipment Maintenance	3,000	3,000	934	2,066	3,000	3,000	0	0.00%
603	Sanitation Equipment Maintenance	0	0	266	(266)	0	0	0	0.00%
604	Recycling Equipment Maintenance	1,000	1,000	15	985	1,000	1,000	0	0.00%
605	Transfer Station Equipment Maintenance	7,500	7,500	5,401	2,099	7,500	7,500	0	0.00%
606	Compost Equipment Maintenance	10,000	10,000	11,420	(1,420)	10,000	10,000	0	0.00%
607	PB&G Equipment Maintenance	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
608	Garage Equipment Maintenance	10,000	10,000	9,981	19	10,000	10,000	0	0.00%
609	Parks Equipment Maintenance	20,000	20,000	13,704	6,296	20,000	20,000	0	0.00%
611	Roads Vehicle Maintenance	30,000	30,000	18,464	11,536	30,000	30,000	0	0.00%
612	Public Works Vehicle Maintenance	14,000	14,000	11,043	2,957	14,000	14,000	0	0.00%
613	Sanitation Vehicle Maintenance	30,000	30,000	56,823	(26,823)	30,000	30,000	0	0.00%
614	Recycling Vehicle Maintenance	7,500	7,500	12,161	(4,661)	7,500	7,500	0	0.00%
615	Transfer Station Vehicle Maintenance	22,000	22,000	22,991	(991)	22,000	22,000	0	0.00%
616	Compost Vehicle Maintenance	5,000	5,000	2,617	2,383	5,000	5,000	0	0.00%
617	PB&G Vehicle Maintenance	1,000	1,000	89	911	1,000	1,000	0	0.00%
618	Garage Vehicle Maintenance	4,000	4,000	1,518	2,482	4,000	4,000	0	0.00%
619	Parks Vehicle Maintenance	20,000	20,000	21,367	(1,367)	20,000	20,000	0	0.00%
699	Diesel Vehicle Maintenance	2,500	2,500	1,931	570	2,500	2,500	0	0.00%
700	Fuel System Equipment Maintenance	11,150	11,150	6,649	4,501	11,150	11,150	0	0.00%
701	Licensing Requirements	17,050	17,050	11,062	5,988	17,050	17,050	0	0.00%
801	DPW Uniform Purchase	20,000	20,000	29,100	(9,100)	25,000	25,000	5,000	25.00%
802	DPW Uniform Cleaning	4,500	4,500	8,639	(4,139)	6,000	6,000	1,500	33.33%
	Total Other Expenses	**$ 288,700**	**$ 288,700**	**$ 287,172**	**$ 1,528**	**$ 296,200**	**$ 296,200**	**$ 7,500**	2.60%
	Division Total	**$ 561,108**	**$ 561,108**	**$ 551,292**	**$ 9,816**	**$ 570,653**	**$ 570,653**	**$ 9,545**	1.70%

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Stipend	Longevity	2023 Total
Cooper, Raymond (Rtmt 8/1/23)	Full-Time	Foreman	$ 111,207	$ 60,165	11	19	$ 250	$ 6,017	$ 66,432
Gobbi, Leonardo	Full-Time	Mechanic	64,624	66,254	9	6-8	250	0	66,504
Leontowycz, Victor	Full-Time	Mechanic	88,577	89,292	9	19	250	1,000	90,542
Vacancy	Full-Time	Foreman		42,975	11	1			42,975
	Salaries & Wages Total		$ 264,408	$ 258,686			$ 750	$ 7,017	$ 266,453

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 704,110	$ 704,110	$ 683,230	$ 20,880	$ 718,656	$ 718,656	$ 14,546	2.07%
103	Seasonal	9,000	9,000	6,360	2,640	9,000	9,000	0	0.00%
104	Overtime	20,000	20,000	12,928	7,072	20,000	20,000	0	0.00%
	Total Salary & Wages	**$ 733,110**	**$ 733,110**	**$ 702,518**	**$ 30,592**	**$ 747,656**	**$ 747,656**	**$ 14,546**	**1.98%**
	Other Expenses								
204	Grounds Maintenance Materials	$ 20,000	$ 20,000	$ 19,348	$ 652	$ 20,000	$ 20,000	$ 0	0.00%
205	Tools	4,000	4,000	3,724	276	4,000	4,000	0	0.00%
206	De-Icing Materials	15,000	15,000	5,814	9,187	15,000	15,000	0	0.00%
226	Tree Planting	25,000	25,000	25,046	(46)	25,000	25,000	0	0.00%
504	Grounds Maintenance	80,000	80,000	79,027	973	93,000	93,000	13,000	16.25%
514	Tree Pruning Services Contracts	35,000	35,000	30,270	4,730	35,000	35,000	0	0.00%
515	Forester Services Contracts	50,000	50,000	53,096	(3,096)	50,000	50,000	0	0.00%
709	Equipment	1,500	1,500	1,192	308	1,500	1,500	0	0.00%
809	Conferences & Meetings	2,000	2,000	1,994	7	2,000	2,000	0	0.00%
	Total Other Expenses	**$ 232,500**	**$ 232,500**	**$ 219,510**	**$ 12,990**	**$ 245,500**	**$ 245,500**	**$ 13,000**	**5.59%**
	Division Total	**$ 965,610**	**$ 965,610**	**$ 922,027**	**$ 43,583**	**$ 993,156**	**$ 993,156**	**$ 27,546**	**2.85%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Baldwin, Matthew	Full-Time	Tree Climber	$ 63,969	$ 66,682	8	8-10	$ 500	$ 67,182
D'Angelo, Anthony	Full-Time	Foreman	102,870	103,140	11	14	2,000	105,140
Docs, Ronald	Full-Time	Spray App Operator	83,442	83,786	8	14	1,500	85,286
Hillas, Shawn	Full-Time	Maintenance Worker	53,198	55,891	5	7-9	0	55,891
Lynaugh, Thomas	Full-Time	Assistant Foreman	89,327	89,292	9	19	2,000	91,292
Martin, Albert	Full-Time	Maintenance Worker	0	45,872	5	1	0	45,872
Paradise, Peter	Full-Time	Tree Climber	82,442	83,786	8	14	750	84,536
Phillips, Robert Jr.	Full-Time	Assistant Foreman	89,327	89,292	9	19	2,000	91,292
Reyes, Gustavo	Full-Time	Senior Maintenance Worker	90,136	83,786	8	19	8,379	92,165
Resigned 6/17/22	Full-Time	Maintenance Worker	49,399	0			0	0
	Salaries & Wages Total		**$ 704,110**	**$ 701,527**			**$ 17,129**	**$ 718,656**

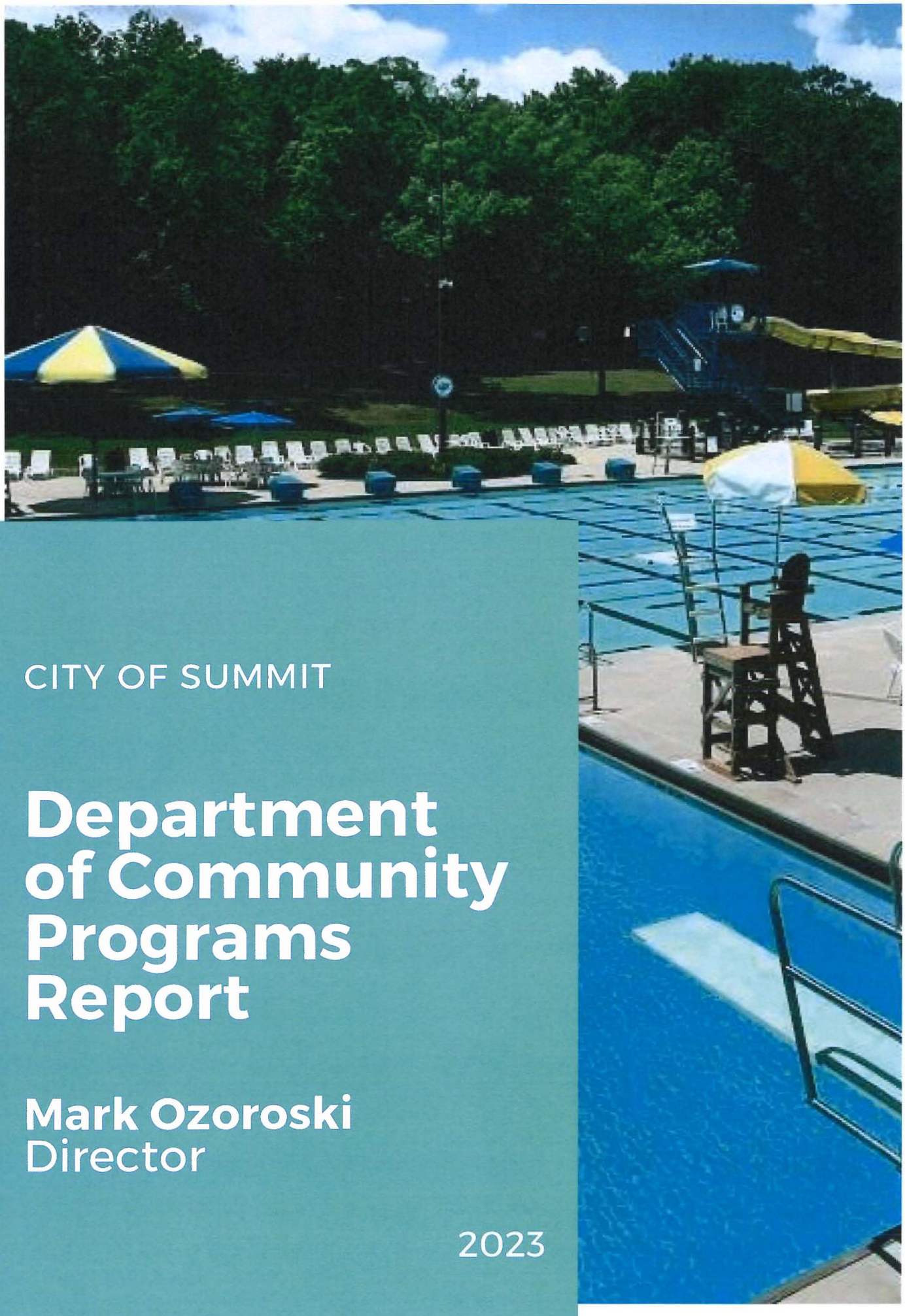
		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Board Meetings	$ 5,000	$ 5,000	$ 5,000	$ 0	$ 5,000	$ 5,000	$ 0	0.00%
199	Planning Board - Legal	11,500	11,500	5,855	5,645	11,500	11,500	0	0.00%
						0			
	Total Salary & Wages	$ 16,500	$ 16,500	$ 10,855	$ 5,645	$ 16,500	$ 16,500	$ 0	0.00%
	Other Expenses								
201	Supplies and Materials	$ 1,200	$ 1,200	$ 1,200	$ 0	$ 1,200	$ 1,200	$ 0	0.00%
210	Advertising	1,000	1,000	316	684	1,000	1,000	0	0.00%
301	Printing	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
499	Planning - Reporting Services	1,500	1,500	1,000	500	1,500	1,500	0	0.00%
500	Planning - Legal Services	30,000	30,000	49,851	(19,851)	30,000	30,000	0	0.00%
510	Planning Services	85,000	85,000	61,498	23,502	85,000	85,000	0	0.00%
511	Special Projects	60,000	60,000	62,651	(2,651)	60,000	60,000	0	0.00%
809	Conferences/Meetings & Training	1,500	1,500	540	960	1,500	1,500	0	0.00%
	Total Other Expenses	$ 182,200	$ 182,200	$ 177,057	$ 5,143	$ 182,200	$ 182,200	$ 0	0.00%
	Division Total	$ 198,700	$ 198,700	$ 187,912	$ 10,788	$ 198,700	$ 198,700	$ 0	0.00%

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Board Meetings	$ 5,000	$ 5,000	$ 5,000	$ 0	$ 5,000	$ 5,000	$ 0	0.00%
	Total Salary & Wages	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 0**	**$ 5,000**	**$ 5,000**	**$ 0**	**0.00%**
	Other Expenses								
201	Supplies and Materials	$ 500	$ 500	$ 542	$ (42)	$ 500	$ 500	$ 0	0.00%
210	Advertising	700	700	200	500	700	700	0	0.00%
499	Reporting	4,000	4,000	2,000	2,000	3,000	3,000	0	0.00%
500	Contract Services - Legal	20,000	20,000	23,473	(3,473)	26,000	26,000	6,000	30.00%
809	Conferences/Meetings & Training	1,100	1,100	85	1,015	1,100	1,100	0	0.00%
	Total Other Expenses	**$ 26,300**	**$ 26,300**	**$ 26,300**	**$ 0**	**$ 31,300**	**$ 31,300**	**$ 6,000**	**22.81%**
	Division Total	**$ 31,300**	**$ 31,300**	**$ 31,300**	**$ 0**	**$ 36,300**	**$ 36,300**	**$ 6,000**	**19.17%**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 215,989	$ 151,888 *	$ 110,348	$ 41,540	$ 179,630	$ 179,630	$ (36,359)	-16.83%
102	Part-Time	35,362	35,362	40,706	(5,344)	37,710	37,710	2,348	6.64%
130	DCS Staff Support	0	0	0	0	0	0	0	0.00%
	Total Salary & Wages	**$ 251,351**	**$ 187,250**	**$ 151,054**	**$ 36,196**	**$ 217,340**	**$ 217,340**	**$ (34,011)**	**-13.53%**
		**Transferred $64,101 to various accounts*							
	Other Expenses								
201	Supplies and Materials	$ 750	$ 750	$ 1	$ 749	$ 750	$ 750	$ 0	0.00%
301	Printing	750	750	0	750	750	750	0	0.00%
405	Vehicle Maintenance	1,000	1,000	1,329	(329)	1,000	1,000	0	0.00%
804	Training & Seminars	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
	Total Other Expenses	**$ 4,000**	**$ 4,000**	**$ 1,330**	**$ 2,670**	**$ 4,000**	**$ 4,000**	**$ 0**	**0.00%**
	Division Total	**$ 255,351**	**$ 191,250**	**$ 152,384**	**$ 38,867**	**$ 221,340**	**$ 221,340**	**$ (34,011)**	**-13.32%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Anderson, Christa	Full-Time	Zoning Officer	$ 110,348	$ 102,573	12	19	$ 10,257	$ 112,830
Nicola, Christopher	Full-Time	Housing Inspector/Zoning Asst	0	66,800	7	19	0	66,800
Vacant	Part-Time	Property Maintenance Inspector	0	37,710	7	19	0	37,710
Vacant	Full-Time	Housing Inspector	68,760				0	0
Retirement 2/1/23	Part-Time	Property Maintenance Inspector	36,881					
	Salaries & Wages Total		**$ 215,989**	**$ 207,083**			**$ 10,257**	**$ 217,340**

COMMUNITY PROGRAMS (DCP)



CITY OF SUMMIT

Department of Community Programs Report

Mark Ozoroski
Director

2023

Introduction

WHAT WE DO

Provide recreation programs, facilities, and leisure services that are accessible to all segments of the community.

Serve as a community resource for information and referral among public and private organizations serving youth, recreation, and senior services.

Provide the city with a wide variety of programs involving social, cultural, educational, physical, health and wellness needs of Summit.

Schedule and request maintenance for all city athletic fields, playgrounds, and park properties for city departments, allied organizations, and BOE athletics.

Facilitate improvements to city parks and recreation properties and maintain the Field Restoration Fund.

Collaborate with other city agencies and departments to produce special events.

Provide morale-boosting and educational programs for city employees.

MISSION

Provide recreation and other related programs and services that meet the needs of the community with a special emphasis on senior and youth programs.

VISION

Serve as the primary source for members of the community for excellent recreation, youth and senior programs, facilities, services, and information.

VALUES

Affordability
Responsiveness
Learning
Excellence
Health and wellness
Character development
Inclusiveness
Communication
Partnerships
Friendliness

2022 OVERVIEW

2022 was a successful year for the Department of Community Programs. After restoring all programs to pre-pandemic levels in 2021, the department added more new programs to its schedule to meet the growing recreational needs of the community.

Recreational services were adapted during the pandemic and proven to be a vital service to all community members. Adapting DCP offerings to become more inclusive, equitable, and diverse to serve all members of the community remains at the heart of all departmental actions and efforts.

2023 Service Areas

1

Projects and Facility/Park Maintenance

2

Community Partnerships

3

Quality Programming and Special Events

4

Communications with the Public

5

Summit Family Aquatic Center and Municipal Golf Course

Service Area 1: Projects and Facility/Park Maintenance

2022 PERFORMANCE REPORT

The Department of Community Programs oversees several city parks and fields in addition to the Summit Municipal Golf Course and Family Aquatic Center (SFAC). The DCP works with the Department of Public Works on the routine maintenance of these properties. Capital and other major projects are completed annually to ensure that these facilities meet standards. This year the following was accomplished:

Summit Community Center: Since the opening of the Summit Community Center, many residents have commented on the photos that used to decorate the hallways of the building that highlight how special the Summit community is. These photos became faded, and were updated in 2022.

The Summit Environmental Commission continued to develop ad care for the Tiny Forest located behind Long Field at the Community Center.

The Department of Community Programs continued to work with the Department of Community Services and Engineering Division to develop a plan for an ADA walkway to access Long Field.

Department staff researched the addition of a STEM lab and eSports studio at the Community Center.

Memorial Field: The existing basketball courts were completely refinished and opened.

Cornog Field House: Staff continued work to explore the idea of adding a small concession stand in the existing coach's room on the side of the field house.

To alleviate concerns of neighbors in the Memorial Field area and Brayton School parents, DCP met with the Summit Board of Education to discuss the installation of permanent gates at the start of the school's black top area.

An investigation into upgrading the failing heating system at the field house began.

Service Area 1: Projects and Facility/Park Maintenance

Summit Municipal Golf Course: Work continued with the Engineering Division to replace the golf course spillway dam and bridge. Incorporated plans to improve pedestrian walkway and ADA access from parking lot into the golf course.

Investors Bank Field: The existing basketball courts were completely refinished and opened.

Discussions continued regarding the future of the Anderson Field House with a possible acquisition by the Summit Board of Education.

The Community Programs Advisory Board formed a sub-committee to explore lighting options at Investors Bank Field and Upper Tatlock Field. This work has been proposed in the Tatlock Redevelopment Plan.

Working with the Summit Lacrosse Club, funding was secured for the installation of a new lacrosse wall and gazebo at the field for installation in 2023.

City Playgrounds: The city awarded Suburban Consulting Engineers (SCE) with a contract to develop a Playgrounds Master Plan.

- **March:** SCE performed site assessments of all city playgrounds with initial recommendations.
- **June/July:** The city received the "Playground Assessment" from SCE.
- **July/August/September:** DCP met with Summit Seniors, Special Needs TryCAN community members, and the Playground Sub-Committee to gather information for the site concept plan for Mabie Playground.
- **September/October:** SCE provided DCP with an initial site concept plan.
- **November:** DCP sent additional recommendations to SCE based on continued feedback from residents, stakeholders, and committee members.

Grants have been applied to offset the costs of Mabie Playground upgrades, including a Kid's Recreation Trust Grant from Union County, and a Local Recreation Improvements Grant from the State of New Jersey, which is pending.

Service Area 1: Projects and Facility/Park Maintenance

Showmobile: A bid for a new Showmobile went out in early 2022. It was ordered in July 2022 through Wegner Corporation. The expected delivery is summer 2023.

Wilson Park: At Wilson Park, the study into the replacement of the existing paddle tennis courts continued by meeting with residents and engineers. Additional funding has been requested through the city and additional grant opportunities are being explored.

MAJOR GOALS FOR 2023

- Reveal plans for Mabie Playground to the community at large and refine the final product. The department's goal is to break ground by the end of 2023.
- Work toward the completion of the construction of the new paddle tennis courts at Wilson Park.
- Work with the DCP sub-committee to continue researching lighting options for Tatlock.
- Continue engineering study to improve access to Walter Long Field behind the Community Center.
- Continue incorporation study of green environmental initiatives toward improved control of storm water runoff behind the Community Center.
- Install dog waste stations throughout the park system.
- Work with the city's grant manager to uncover new sources of funding for programming and capital improvements focusing on the city playgrounds.
- Train staff on operation of new Showmobile.

Service Area 2: Community Partnerships

2022 PERFORMANCE REPORT

The Department of Community Programs works with many different partners within the community for the department to not only operate but to thrive. Highlights of how the DCP performed are below:

Atlantic Health: In February of 2021, the Summit Community Center opened its doors as a vaccination site in a major partnership with Atlantic Health. While the scale of the center was reduced in 2022, DCP staff continued to receive daily calls about the vaccine clinic. The clinic was shifted to the Youth Lounge to allow for additional programming to open. As boosters became available, the DCP and AHS continued to work together in this operation. The vaccination site was housed at the Community Center through May 2022.

Sports Leagues and Organizations: The DCP works with all city sports organizations to ensure effective scheduling of fields and adherence to city policy. The DCP worked with Summit Junior Baseball in 2022 to explore the feasibility of a snack stand at Soldier's Memorial Field and with Summit Lacrosse Club to work toward the installation of the Lacrosse Wall at Tatlock.

Summit Board of Education: The DCP continued to maintain the schedule of all Board of Education sports fields. Additionally, the 18-21 transition program continued to be housed in the Community Center, where students gained life skill opportunities by completing maintenance and administrative tasks around the facility. Participants also performed routine maintenance at the Summit Municipal Golf Course. Due to expanded programming needs, the 18-21 program returned to Summit High School in December 2022. The DCP will continue to collaborate with the Board of Education to provide employment opportunities to participants.

Service Area 2: Community Partnerships

GRACE: Recognizing the importance of meeting the need to combat food insecurity in Summit, GRACE operations remain a key partnership focus for the DCP, with Cornog Field House continuing to act as the distribution hub for the organization. DCP staff continued to assist with the pickup of large orders from the Central Farmer's Market for distribution during summer 2022. The Community Center also serves as an auxiliary location for food pickup and drop-off. The DCP continues to work with GRACE to provide free and low-cost recreational opportunities for Summit residents, including sports and wellness programming. Through the department's partnership with GRACE, the City of Summit and DCP were able to hold the second annual community Thanksgiving meal, which was attended by over 300 community members.

Sponsorships: The department does not receive any funding from the municipal budget for its special events and solicits sponsorships from local businesses and organizations. The DCP collected over $40,000 from sponsors for special event funding in 2022. Bristol Myers Squibb successfully took over the Fourth of July Celebration sponsorship from Celgene.

Other Area Local Non-Profits: A department representative continued to serve on Shaping Summit Together, Mayor's Forum on Diversity, GRACE, and Junior League community boards. The DCP produces all Summit PAL events and provides meeting spaces for local non-profits. Numerous non-profit organizations use Cornog Field House as a meeting space.

The DCP partnered with the Union NAACP, St. John's Church, Fountain Baptist Church, the Interfaith Council, Summit AAPI, and other local cultural organizations to ensure that its cultural diversity events were meaningful and historically accurate.

Service Area 2: Community Partnerships

MAJOR GOALS FOR 2023

- Continue to provide employment opportunities for students in the 18 to 21 transition program through the Board of Education.
- Partner with GRACE to ensure the recreational needs of all residents are met.
- Launch a more vigorous campaign for corporate sponsorship to bring contributions back to the pre-pandemic level.
- Continue to collaborate with local organizations to provide a wide variety of programs and events to community members.
- Actively partner with local cultural groups to ensure that all diverse needs are being met through DCP events and programs.
- Transition the sponsorship of the Hot Summer Nights Concert series from Investors Bank to Citizen's Bank once the merger is complete.
- Promote the Cornog Field House as a meeting space for all non-profits that serve the Summit area.

Service Area 3: Quality Programming and Special Events

2022 PERFORMANCE REPORT

One of the primary goals of the Department of Community Programs is to provide programming that continuously meets the diverse social, cultural, educational, and physical needs of Summit residents. In 2022, Mayor Nora Radest signed the Mayor's Wellness Campaign Pledge, which ensures the city provides necessary wellness activities to keep the community vibrant, active, and thriving. Through implementation, it became apparent that the city excells in its offering of recommended wellness programs and exceeds established community standards. All DCP programming, with the exception of Share the Fun Club staff and evening and weekend supervisors at the Community Center, remains self-sustaining with no supporting budget line.

Summit Seniors: In 2022, Summit seniors returned to the Community Center in full force following the COVID-19 pandemic and the Senior Connections Bus returned to daily operation. Additional bus routes are added as residents submit new requests. Attendance at weekly classes including Tai Chi, yoga, and fitness grew to record levels. Pickleball was initially added to the schedule two days a week but has since been expanded. A group of seniors are playing ping pong on newly purchased tables twice weekly, and the senior card lounge is open daily for seniors to drop in for card games and other activities.

While many seniors remained wary of larger group dining settings, smaller lunches and social opportunities such as bingo games and educational sessions were offered. A new monthly painting class was added to the roster of activities and has been sold out every session. Senior programming continues to be well attended and popular among Summit residents.

Historically, most DCP senior programming has been restricted to daytime activities. In 2022, opportunities were identified to attract more seniors to evening open gym programming. The department added additional evening sessions for the senior men's basketball, pickleball, and Tai Chi groups.

Senior Program Coordinator Gretchen Masterfano has been instrumental in making referrals to local social work agencies for Summit seniors. Gretchen's role in this effort has increased since the COVID-19 pandemic.

Service Area 3: Quality Programming and Special Events

TryCAN/Special Needs Programming: As TryCAN program attendance and requests for athletic sessions continue to increase, the DCP has added new classes including art, basketball, and tennis. Over the last several years, the DCP has worked to develop additional programming for young adults ages 18 and older, adapting to allow all participants to pay for these services through PLP partnerships through their DDD budgets. The department's inclusion program, held as a part of its summer camp, saw a record high of 25 participants in 2022. Attendees of family events such as the TryCAN Thanksgiving meal continue to provide the DCP with positive feedback.

The DCP collaborates with 13 nearby communities to operate the TryCAN program. The department did not charge a participation fee to surrounding towns in 2022 and will not do so in 2023.

In 2022 the DCP prioritized community outings and increased inclusion in the community. Seven community outings were held for TryCAN community members. Inclusion aides, a form of volunteers, were provided to aid TryCAN participants in mainstream programs.

Once again, the DCP applied for the Recreational Opportunities for Individuals with Disabilities (ROID) Grant for continued funding from the State of New Jersey and awaits the result of that application.

Youth Programming: Youth programming is the hallmark offering of the Department of Community Programs. A special emphasis is placed on active, recreational activities and ensuring the department offers a diverse schedule that fulfills all interests.

Attendance at all enrichment programs returned to pre-pandemic levels by the end of 2021. This year, three new programs were added to ensure that offerings remain engaging and relevant. At the Community Center, all special needs programs take place in the Benson Room and sports and open gym offerings take place in the Guida and Investors gyms. The senior areas remain reserved for seniors. Youth enrichment programs and camps continued to be held at the Cornog Field House.

Service Area 3: Quality Programming and Special Events

The department saw high attendance during its recreational football, soccer, and basketball seasons last year. A field hockey league for girls and an expanded volleyball program were added to DCP programming after observing increased demand from residents for these programs. In conjunction with the PAL, a Hoopfest event was held at the end of the winter basketball season to celebrate recreation athletes.

The popular summer camp program experienced a few changes in 2022. The department increased the camper limit by 25 spots for the regular camp, and 10 spots for the Grade 1 and Counselor in Training (CIT) programs. For the first time in 10 years, CIT Program participants enjoyed field trips to the beach and Six Flags amusement park. Department staff developed an online lottery to replace the "first come first served" registration process for the 2023 summer camp program, and also increased the camper limit for 2023 by more than 40 spots.

Open Gym Programming: The department saw a large increase in demand for pickleball programming in 2022 and added additional time slots during the senior and regular open gym schedules. The badminton program continued to grow as well.

The Share the Fun Club became a point of focus for the DCP in 2022, with a continued commitment to enrich participant experience. The DCP hired Tara Corigliano as the new program supervisor and, in a departure from the regular schedule of free play, added planned activities each day that include pickleball. Summit High School tennis team members attend the Share the Fun Club once a week to teach participants tennis skills.

To increase community access to technology and STEAM education opportunities for residents, the department converted the youth lounge into a e-Sports and video/podcast studio. The DCP consulted with the Summit Technology Committee for the purchase of equipment for the studio that is expected to be completed mid-2023.

Service Area 3: Quality Programming and Special Events

Events: The DCP once again successfully hosted an impressive slate of community events, thanks to continued resident interest and important partnerships with community organizations and city departments.

After a two-year break, the Easter Egg Hunt drew record crowds to the Village Green. The department's cultural and diversity event series returned, featuring the Pride Month and Fiesta Latina events and two new events for 2022. To celebrate Asian American and Pacific Islander Month, an AAPI event was held in May that featured dance and cultural performances, activities, and demonstrations. To recognize Juneteenth, flag raising ceremonies were held at the Village Green and Summit Family Aquatic Center and the department hosted another Juneteenth event at the SFAC in June.

Many DCP events are held outside, and therefore, weather-dependent. The Miracle on Elm Street event was canceled three times due to inclement weather, but was successfully reimagined and rescheduled to be held as a Valentine's Day-themed event in February 2023. The Village Green tree lighting was held in November, and the menorah lighting on the Village Green was held in December on the first night of Hannukah.

Field Program Maximization: Monthly Disc Golf events were held at the Summit Municipal Golf Course throughout the spring, summer, and fall. Disc golf has been typically held as an annual event; the monthly events helped to increase resident use of the golf course.

The new Civic Rec program has allowed the department to update the tennis and pickleball court reservation process. Instead of having designated pickleball times at the outdoor courts at Tatlock, reservations can now be made during any open time slot at the courts.

Service Area 3: Quality Programming and Special Events

MAJOR GOALS FOR 2023

- Maintain current schedule of programming and events and continue to incorporate resident feedback and requests.
- Expand TryCAN offerings to include more programming for children ages 3 to 5 and adults 18+, and their parents.
    - A special emphasis should be placed on the promotion of the mentor program that allows participants to attend mainstream programs.
- Survey and engage community members to ensure that we are meeting their needs with our open gym programming schedule.
    - Focus on developing more daytime programs for pre-school aged youth and families.
    - Identify ways to increase schedule access through Civic Rec.
- Continue to identify ways to expand and accommodate more residents in the Recreation Summer Camp.
- Increase educational programming that promotes diversity, equity, and inclusion of all individuals, furthering the department's mission to make the Community Center recognized as a place where all residents feel accepted and celebrate.
- Research the possibility of joining a volleyball league as was accomplished with field hockey.
- Work to ensure that no child is refused the right to any recreational program due to their economic status.
- Add more wellness programs and informational/educational sessions for Open Gym members.
- Work with area groups and through the Silver Summit Senior Citizens Advisory Committee to engage more seniors in the community.
- Look into the possibility of adding a weekly Memory Café Group for dementia that was planned pre-COVID.
- Continue to expand the disc golf programming by hosting weekly sessions.

Service Area 4: Communications with Public and Staff

2022 PERFORMANCE REPORT

Communication with the public not only remains an important factor in both advertising and marketing DCP programs and events, but also in community engagement to receive feedback on ways to better meet the needs of our residents.

Brand recognition is an important part of marketing and advertising. Over the past few years, the department has been transitioning from purple to maroon to match city colors. New maroon barricades have been ordered to enhance brand recognition at all events on the Village Green, which will debut with the new Showmobile during summer 2023. The DCP continues to use Constant Contact, Facebook, and Instagram to market and promote all events and programs. The department's exclamation point branding and vibrant colors used on the DCP website and Civic Rec have been integrated into department social media posts as well.

A major project during 2022 was the migration of the department's online registration system from Community Pass to Civic Rec. The Civic Rec platform is a product of Civic Plus, the City of Summit website platform. This allows for a more seamless integration and access to the registration software without the need to log in to view program offerings. Other advantages of the Civic Rec platform include:

- A cleaner and more accessible catalogue for residents to view DCP offerings.
- A portal that can be used by all sports teams for more effective communication between coaches and players.
- QR code integration that will allow the DCP to receive immediate feedback at parks and facilities.
- New software that allows for all field requests and permits to be filed, approved, and paid for online, eliminating the need to visit the Community Center to complete this process.
- Private and public calendars that will allow for increased transparency on the usage of DCP fields and properties.
- Integrations which allow for immediate push notifications to program participants regarding cancellations, closures, or postponements.
- Option to create automatic surveys to receive community feedback.

Service Area 4: Communications with Public and Staff

Another technology upgrade that was made during 2022 was converting from its former time and attendance system to Primepoint, the city's payroll processing system. This allows for potential cost-saving and more streamlined processes.

MAJOR GOALS FOR 2023

- Continue to refine and add content to summitcommunityprograms.com.
- Develop new interactive content and begin to use dynamic content on social media platforms.
- Research ways in which to engage program participants using Snapchat and TikTok.
- Work with Technology Committee on researching the advantages of using Civic Rec as our registration platform in lieu of Community Pass for increased usability.
- Use social media to bring new members to the Community Center, SFAC, and Municipal Golf Course.
- Continue to engage with residents on social media.
- Collaborate with the city's Communications Office to extend outreach and enhance marketing efforts.
- Conduct more post-program/event surveys to survey satisfaction and create better future experiences.
- Explore additional uses of the Civic Rec registration platform to ensure maximum use.
- Convert hiring process of 100+ seasonal/part-time staff to an online module to improve user experience of potential employees.

Service Area 5: Summit Family Aquatic Center and Municipal Golf Course

2022 PERFORMANCE REPORT

The Summit Family Aquatic Center (SFAC) and Summit Municipal Golf Course are both considered community treasures, offering residents beautiful amenities and a wide variety of programming right in their backyard.

Summit Family Aquatic Center: Total revenue amounted over $600,000, the highest to date. This figure includes membership and guest fees. Approximately $569,000 was collected through membership fees and just under $50,000 was generated in guest fees. This revenue is approximately $50,000 higher than was collected during the 2021 season.

Senior Aquacise, yoga, and tai chi programs at the facility resumed. Just over 200 children participated in the swim lesson program, 95 children participated in the swim team, and over 100 private swim lessons were given by DCP staff.

Events were held at the SFAC in 2022 to market the facility to prospective members. The city's first Juneteenth event was partially held at the SFAC and included a movie and free admission to non-members; two similar events were held later in the season.

Summit Municipal Golf Course: A record-breaking amount of revenue was also collected at the golf course in 2022, amounting to over $210,000. Over 1,555 members joined and played 15,466 rounds of golf at the course.

The DCP hired a new Golf Pro, Tom Pranio, and the golf lesson program was expanded substantially. Lessons were offered four days each week with multiple sessions each day throughout the entire 2022 season. The department recorded the highest participation numbers in over seven years.

MAJOR GOALS FOR 2023

- Maintain membership levels and facility attendance at the SFAC and Muni.
- Increase attendance at golf tournaments.
- Increase Summit Family Aquatic Center programming and entertainment for adults and kids.
- Recruit new tee sponsors to build the golf program and increase revenue.

Service Area 5: Summit Family Aquatic Center and Municipal Golf Course

2022 PERFORMANCE REPORT

SFAC Membership	Registrations
Individual Summit BOE	2
Associate	44
Associate - Half Season	5
Family	3,847
Family - Half Season	186
Family - Subsidized	166
Family - Subsidized - Half Season	17
Family - Employee/Taxpayer	3
Family Non-Resident	160
Family Non-Resident - Half Season	4
Family Summit BOE	3
Individual	403
Individual - Half Season	34
Employee/Taxpayer - Half Season	1
Individual - Subsidized	43
Individual - Subsidized - Half Season	2
Individual Non-Resident	32
Individual Non-Resident - Half Season	9
Individual - Summit Business Lessee	2
Senior 62+ - Half Season	25
Senior 62+	333
Total	**5,321**

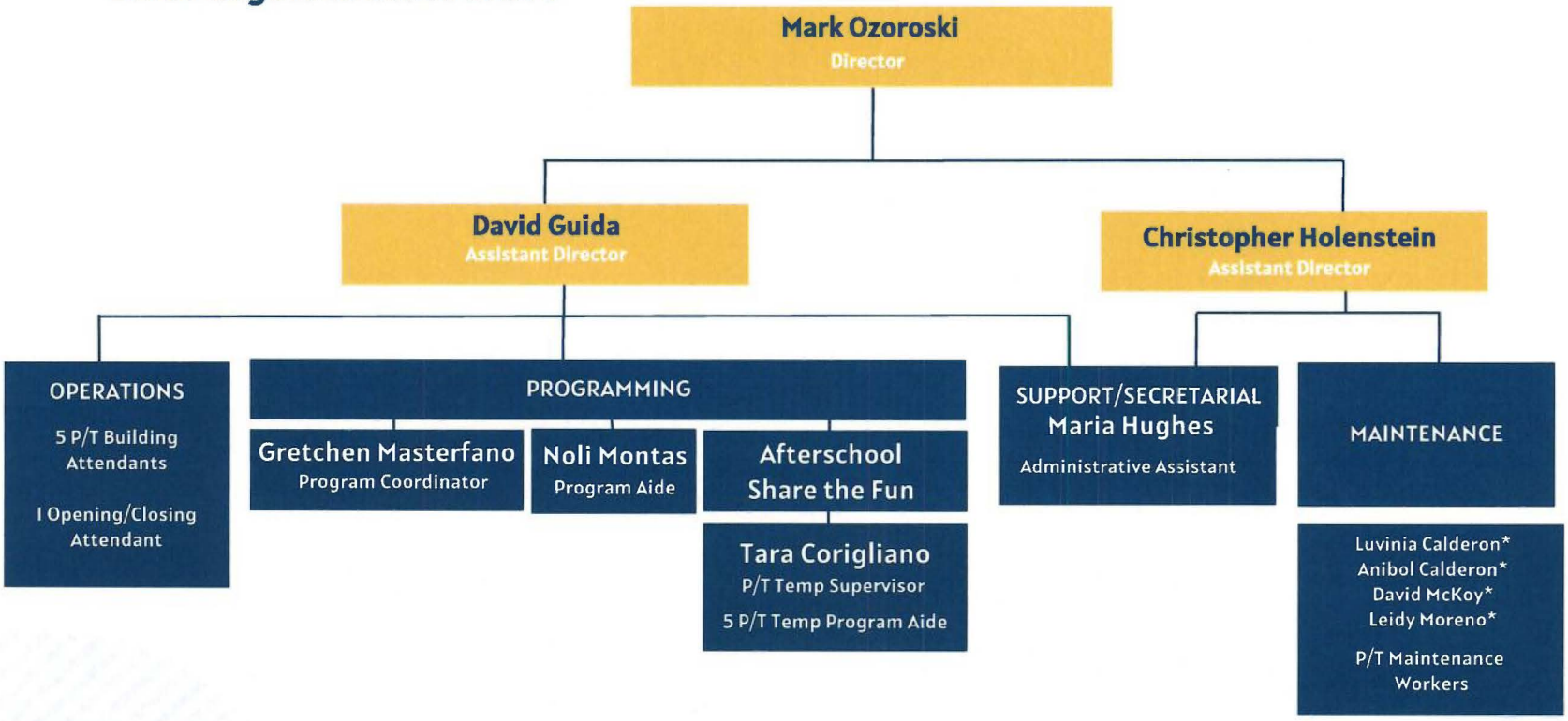
Service Area 5: Summit Family Aquatic Center and Municipal Golf Course

2022 PERFORMANCE REPORT

Municipal Golf Course Membership	Registrations
Employee/Taxpayer Adult 18 - 61 ADM	4
Employee/Taxpayer Senior 62+ ADM	3
Non-resident Senior 62+	117
Non-resident Adult 18 - 61	215
Non-resident Junior 10 - 17	76
Resident Junior 6 - 9	39
Resident Adult 18 - 61	687
Resident Junior 10 - 17	237
Resident Senior 62+	172
BOE Retired Senior 62+ ADM	1
BOE Senior 62+ ADM	1
BOE Adult 18 - 61 ADM	3
Employee/Taxpayer Adult 18 - 61 ADM	4
Employee/Taxpayer Senior 62+ ADM	3
Non-resident Senior 62+	117
Non-resident Adult 18 - 61	215
Non-resident Junior 10 - 17	76
Total	**1,970**

Summit Department of Community Programs

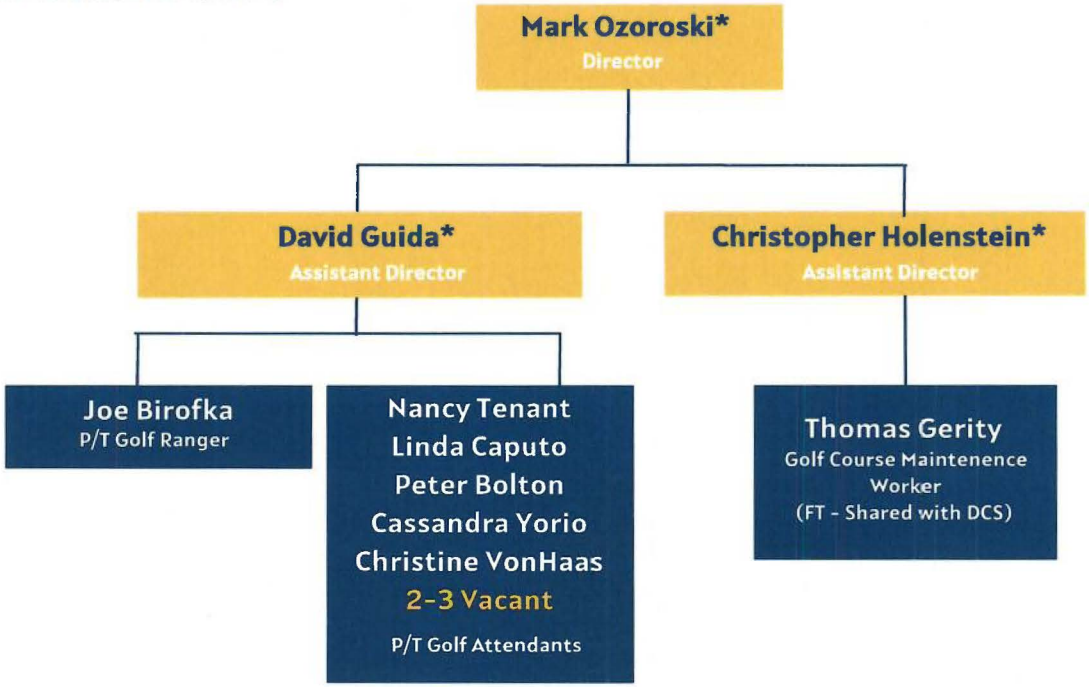
2023 Organizational Chart



6 Full Time Employees
12 Temporary Part Time DCP Employees
4 Part Time DCP/DCS Maintenance Employees – paid from DCS Building and Grounds

DCP - Summit Municipal Golf Course

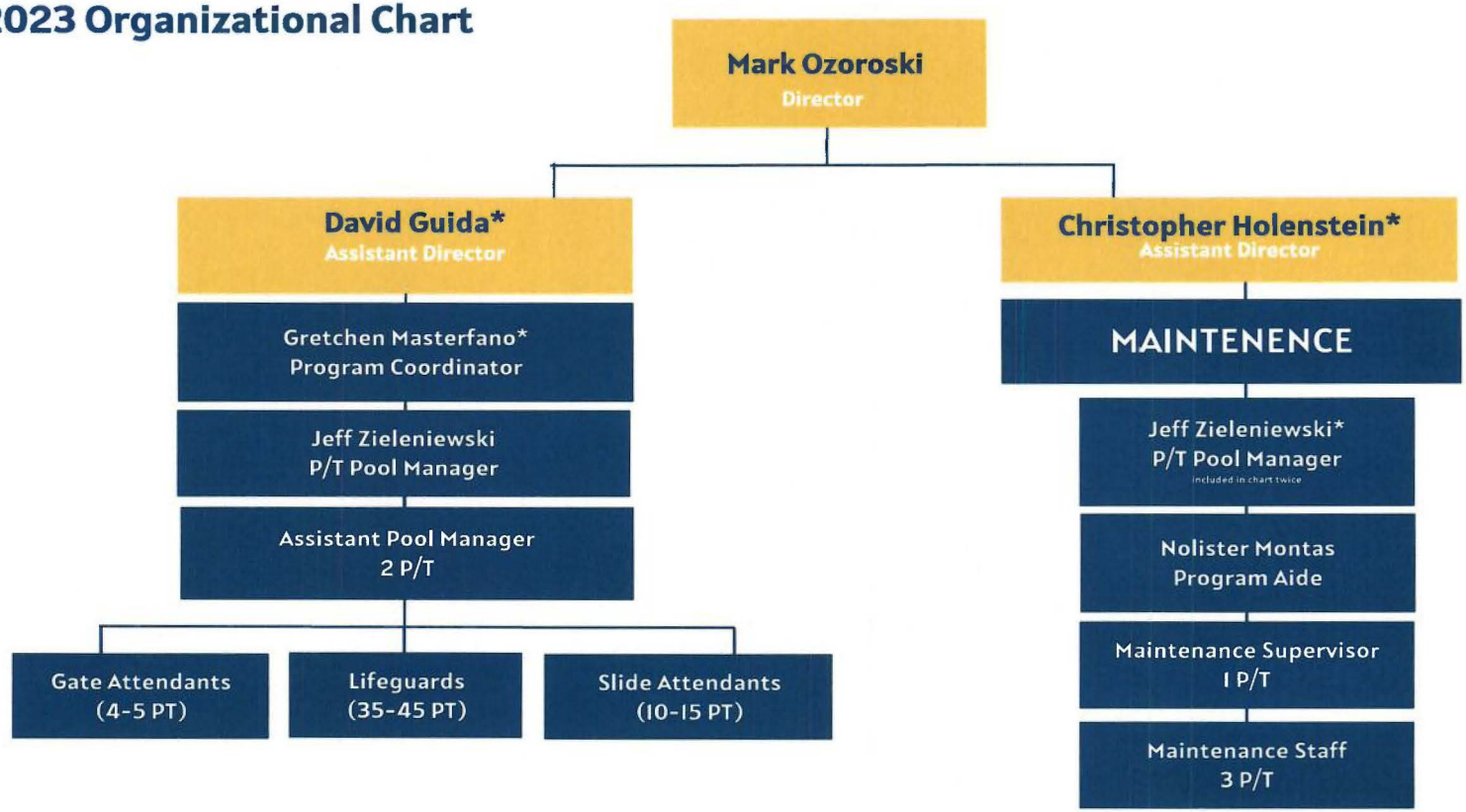
2023 Organizational Chart



1 F/T Employee Shared with DCS
8-9 P/T Employees - DCP/Muni Budget
***Full Time DCP Employees not included in count**

DCP – Summit Family Aquatic Center

2023 Organizational Chart

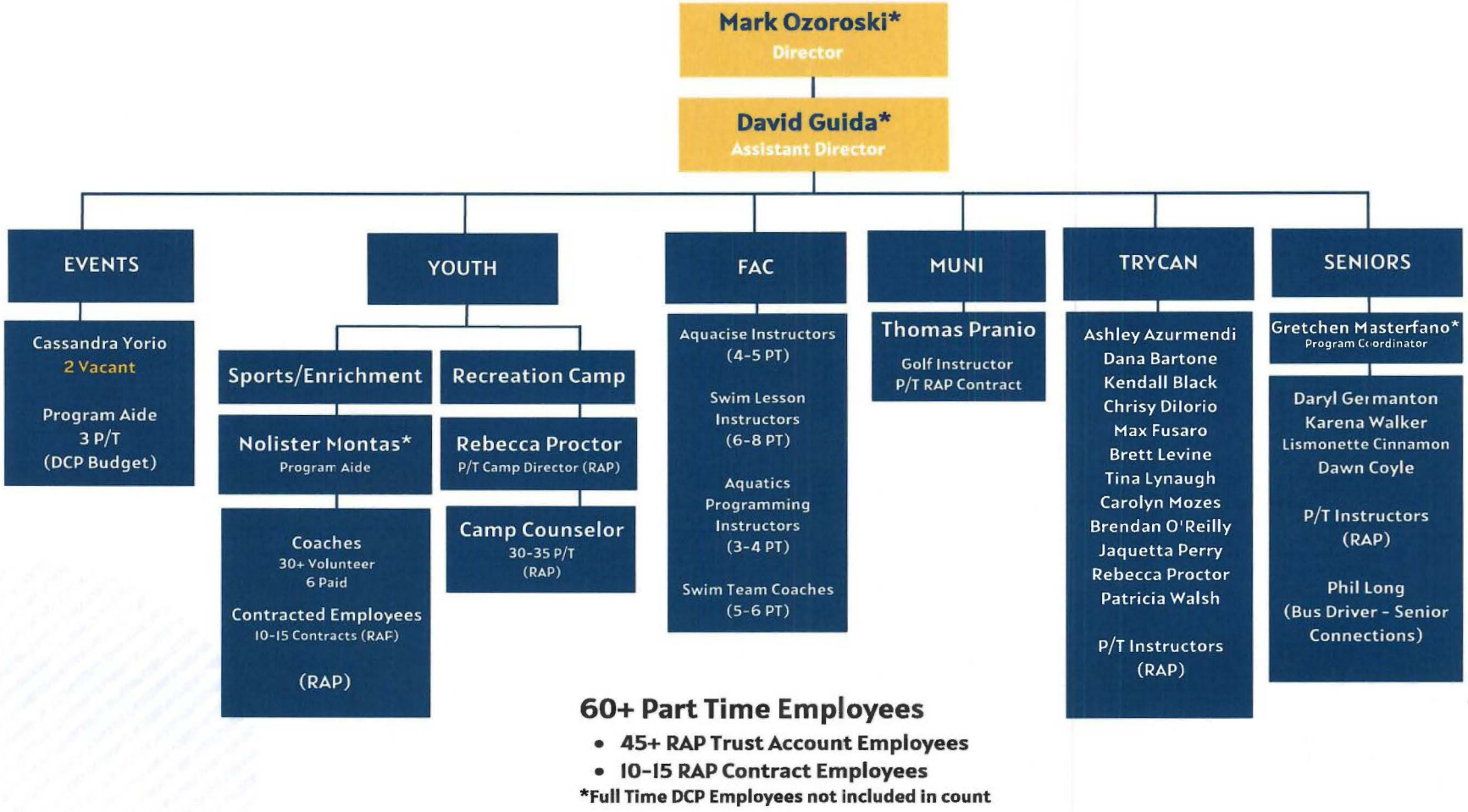


71-88 - Part Time Employees

***Full Time DCP Employees not included in count**

DCP - Summit Community Center - Programs - Trust Fund

2023 Organizational Chart



60+ Part Time Employees

- **45+ RAP Trust Account Employees**
- **10-15 RAP Contract Employees**

***Full Time DCP Employees not included in count**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 558,689	$ 558,689	$ 559,671	$ (982)	$ 583,469	$ 583,469	$ 24,780	4.44%
102	Part-Time	46,000	46,000	42,444	3,556	46,000	46,000	0	0.00%
104	Over-Time	0	0	0	0	0	0	0	0.00%
105	After School Fun	26,500	26,500	22,362	4,138	26,500	26,500	0	100.00%
194	OT July 4th	4,000	4,000	4,822	(822)	5,000	5,000	1,000	25.00%
199	Recreation Trust S&W	0	0	(73,482)	73,482	0	0	0	90.00%
	Reserve for Recreation Trust	(70,000)	(70,000)	0	(70,000)	(60,000)	(60,000)	10,000	-14.29%
	Total Salary & Wages	**$ 565,189**	**$ 565,189**	**$ 555,817**	**$ 9,372**	**$ 600,969**	**$ 600,969**	**$ 35,780**	**6.33%**
	Other Expenses								
201	Supplies & Materials	$ 5,000	$ 5,000	$ 4,715	$ 285	$ 5,000	$ 5,000	$ 0	0.00%
301	Printing	4,500	4,500	4,474	26	4,500	4,500	0	0.00%
302	Postage	500	500	120	380	500	500	0	0.00%
309	Senior Services	13,000	13,000	13,000	0	13,000	13,000	0	0.00%
402	Building Maintenance	3,000	3,000	3,000	0	3,000	3,000	0	0.00%
405	Vehicle Maintenance	1,800	1,800	342	1,458	1,800	1,800	0	0.00%
500	Contract Services	5,000	5,000	4,963	37	8,000	8,000	3,000	37.50%
501	Senior Bus	18,200	18,200	18,200	0	18,200	18,200	0	0.00%
700	Equipment	2,000	2,000	2,000	0	2,000	2,000	0	0.00%
801	Clothing Purchase/ Cleaning	1,000	1,000	945	55	1,000	1,000	0	0.00%
804	Training & Seminars	7,500	1,747 *	1,747	0	7,500	7,500	0	0.00%
808	Personal Expenses	2,700	2,700	2,700	0	2,700	2,700	0	0.00%
905	Employee Appreciation	0	0	0	0	0	0	0	0.00%
			*Transferred $5,753 to Pool S&W						
	Total Other Expenses	**$ 64,200**	**$ 58,447**	**$ 56,206**	**$ 2,241**	**$ 67,200**	**$ 67,200**	**$ 3,000**	**4.67%**
	Division Total	**$ 629,389**	**$ 623,636**	**$ 612,023**	**$ 11,613**	**$ 668,169**	**$ 668,169**	**$ 38,780**	**6.16%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Guida, David	Full-Time	Assistant Director	$ 84,536	$ 89,023	13	14	$ 0	$ 89,023
Holenstein, Christopher	Full-Time	Assistant Director	115,757	118,362	14	14	0	118,362
Hughes, Maria	Full-Time	Adminstrative Assistant	87,138	80,998	9	19	8,100	89,098
Masterfano, Gretchen	Full-Time	Program Supervisor	76,979	78,711	10	19	0	78,711
Montas, Nolister	Full-Time	Recreation Program Aide	47,340	48,093	5	7-9	0	48,093
Ozoroski, Mark	Full-Time	Director	146,939	146,956	19	16-19	13,226	160,182
	Salaries & Wages Total		**$ 558,689**	**$ 562,143**			**$ 21,326**	**$ 583,469**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 89,327	$ 89,327	$ 89,327	$ 0	$ 91,292	$ 91,292	$ 1,965	2.20%
102	Part-Time	40,000	40,000	39,658	342	40,000	40,000	0	0.00%
104	Overtime	10,000	10,000	9,019	981	10,000	10,000	0	0.00%
	Total Salary & Wages	$ 139,327	$ 139,327	$ 138,004	$ 1,323	$ 141,292	$ 141,292	$ 1,965	1.41%
	Other Expenses								
201	Supplies & Materials	$ 2,700	$ 2,700	$ 2,519	$ 181	$ 2,700	$ 2,700	$ 0	0.00%
203	Equipment Maintenance Supplies	7,500	7,500	5,353	2,147	7,500	7,500	0	0.00%
204	Grounds Maintenance Supplies	32,000	32,000	32,000	0	32,000	32,000	0	0.00%
302	Postage	300	300	0	300	300	300	0	0.00%
402	Building Maintenance	4,200	4,200	4,200	0	4,200	4,200	0	0.00%
405	Vehicle Maintenance	1,000	1,000	2	998	1,000	1,000	0	0.00%
500	Contract Services	16,100	10,800 *	6,807	3,993	19,100	19,100	3,000	18.63%
700	Equipment	1,500	1,500	1,416	84	1,500	1,500	0	0.00%
801	Clothing Purchase/ Cleaning	500	500	346	154	500	500	0	0.00%
804	Registration Fees	200	200	0	200	200	200	0	0.00%
900	Rec Credit Card Fees	6,000	6,000	6,361	(361)	8,000	8,000	2,000	33.33%
			*Transferred $5,000 to Pool S&W & $300 to Finance S&W						
	Total Other Expenses	$ 72,000	$ 66,700	$ 59,004	$ 7,696	$ 77,000	$ 77,000	$ 5,000	6.94%
	Division Total	$ 211,327	$ 206,027	$ 197,008	$ 9,019	$ 218,292	$ 218,292	$ 6,965	3.30%

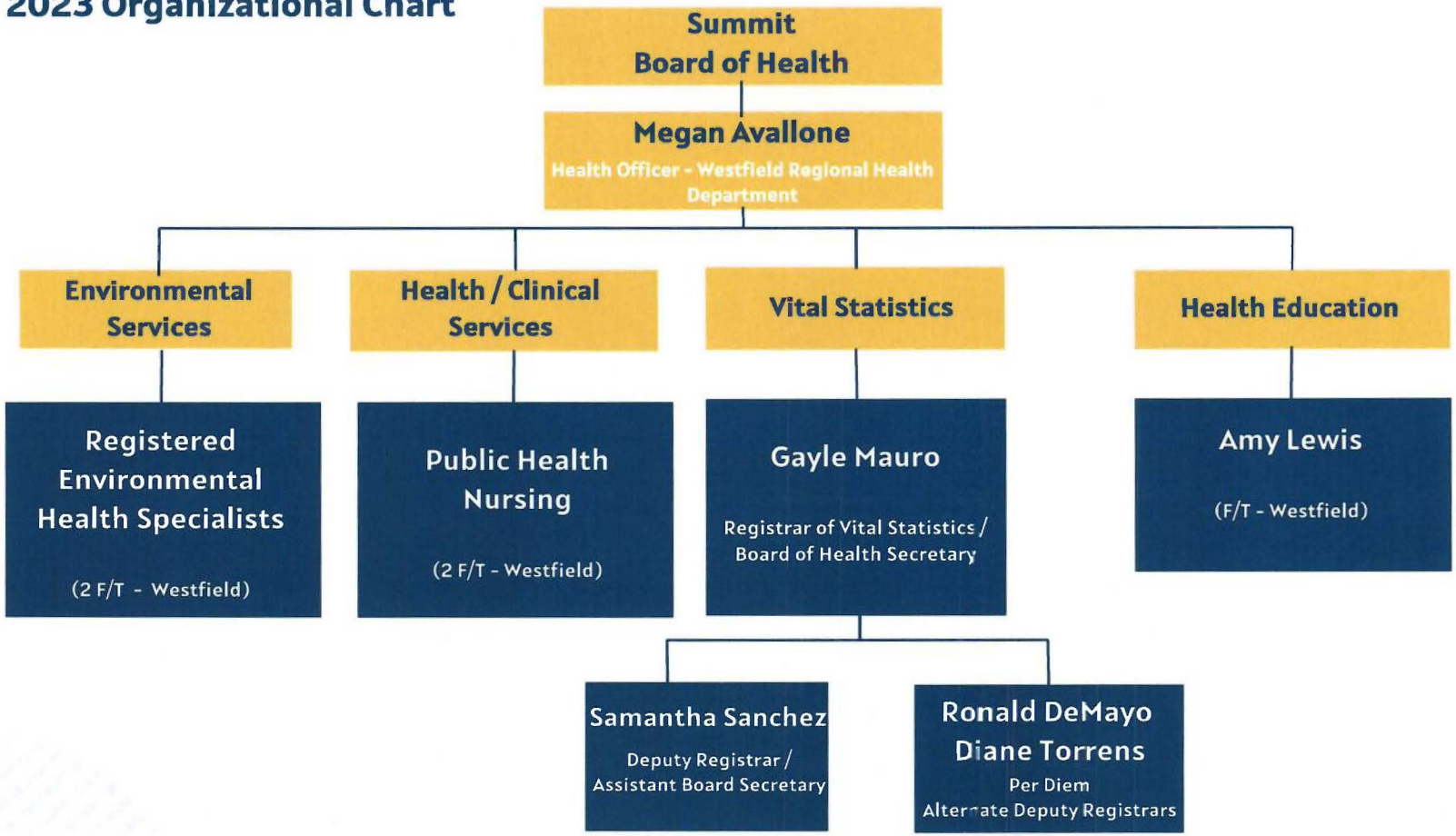
	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Gerity, Thomas	Full-Time	Golf Course Maintenance Worker	$ 89,327	$ 89,292	9	19	$ 2,000	$ 91,292
	Salaries & Wages Total		**$ 89,327**	**$ 89,292**			**$ 2,000**	**$ 91,292**

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	*0.00%*
102	Part-Time	160,000	179,753 *	180,472	(719)	180,000	$ 180,000	20,000	*12.50%*
104	Overtime	1,000	1,000	281	719	1,000	1,000	0	*100.00%*
	Total Salary & Wages	**$ 161,000**	**$ 180,753**	**$ 180,753**	**$ 0**	**$ 181,000**	**$ 181,000**	**$ 20,000**	*12.42%*
	**Transferred $2,000 from Res For Salary Adj, $2,000 from Postage OE, $5,000 from Clerk S&W, $5,000 from Golf OE, & $5,753 from Community Programs OE*								
	Other Expenses								
201	Supplies & Materials	$ 43,500	$ 43,500	$ 43,403	$ 97	$ 43,500	$ 43,500	$ 0	*0.00%*
203	Equipment Maintenance Supplies	7,000	7,000	6,638	362	7,000	7,000	0	*0.00%*
204	Grounds Maintenance Materials	8,100	8,100	7,993	107	8,100	8,100	0	*0.00%*
301	Printing	1,000	1,000	993	7	1,000	1,000	0	*0.00%*
302	Postage	150	150	0	150	150	150	0	*0.00%*
400	Maintenance Services	11,000	9,800	9,746	54	11,000	11,000	0	*0.00%*
402	Building Maintenance	10,000	10,000	9,595	405	10,000	10,000	0	*0.00%*
500	Contract Services	24,500	25,700	25,527	173	28,500	28,500	4,000	*16.33%*
700	Equipment	9,500	9,500	9,485	15	9,500	9,500	0	*0.00%*
801	Clothing Purchase/ Cleaning	6,300	6,300	6,202	98	6,300	6,300	0	*0.00%*
804	Training & Seminars	1,000	1,000	1,000	0	1,000	1,000	0	*0.00%*
900	Rec Credit Card Fees	21,000	21,000	21,290	(290)	23,000	23,000	2,000	*9.52%*
	Total Other Expenses	**$ 143,050**	**$ 143,050**	**$ 141,872**	**$ 1,178**	**$ 149,050**	**$ 149,050**	**$ 6,000**	*4.19%*
	Division Total	**$ 304,050**	**$ 323,803**	**$ 322,625**	**$ 1,178**	**$ 330,050**	**$ 330,050**	**$ 26,000**	**8.55%**

HEALTH DEPARTMENT

Office of the Department of Health

2023 Organizational Chart



2 Full-Time Employees - Summit
2 Per Diem Employees - Summit
6 Shared Service Employees - Westfield

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 152,532	$ 154,532 *	$ 154,510	$ 22	$ 159,797	$ 159,797	$ 7,265	*4.76%*
102	Part-Time	4,000	4,000	6,628	(2,628)	6,000	6,000	2,000	*50.00%*
109	Inspectors	3,200	3,200	0	3,200	2,500	2,500	(700)	*-21.87%*
	Total Salary & Wages	$ 159,732	$ 161,732	$ 161,138	$ 594	$ 168,297	$ 168,297	$ 8,565	*5.36%*
		**Transferred $2,000 From Clerk S&W*							
	Other Expenses								
300	Office Services	$ 4,820	$ 4,820	$ 4,590	$ 231	$ 4,600	$ 4,600	$ (220)	*-4.56%*
302	Postage	600	600	600	0	200	200	(400)	*-66.67%*
500	Contract Services	2,200	2,200	1,200	1,000	2,000	2,000	(200)	*-9.09%*
501/502	Westfield Shared Service Agreement	226,569	226,569	226,569	0	233,366	233,366	6,797	*3.00%*
506	Management Services	0	0	0	0	0	0	0	*0.00%*
804	Training & Seminars	500	500	0	500	300	300	(200)	*0.00%*
806	Memberships	300	300	0	300	200	200	(100)	*-33.33%*
809	Conferences & Meetings	500	500	269	231	300	300	(200)	*-40.00%*
900	Miscellaneous	0	0	0	0	0	0	0	*0.00%*
901	Codification	12,000	10,500 *	8,800	1,700	3,700	3,700	(8,300)	*100.00%*
		**Transferred $1,500 to Social Services*							
	Total Other Expenses	$ 247,489	$ 245,989	$ 242,028	$ 3,962	$ 244,666	$ 244,666	$ (2,823)	*-1.14%*
	Division Total	$ 407,221	$ 407,721	$ 403,165	$ 4,556	$ 412,963	$ 412,963	$ 5,742	*1.41%*
340-000 200	***Dog Regulation***	$ 40,000	$ 40,000	$ 40,000	$ 0	$ 40,000	$ 40,000	$ 0	*0.00%*
350-000 10	***Social Services - S.A.G.E.***	$ 36,300	$ 37,800 *	$ 36,300	$ 1,500	$ 38,542	$ 38,542	$ 2,242	*6.18%*
		**Transferred $1,500 from Health OE*							
351-000 200	***Prevention of Drug & Alcohol Abuse***	$ 7,890	$ 7,890	$ 7,890	$ 0	$ 7,890	$ 7,890	$ 0	*0.00%*
	Overall Health Total	$ 491,411	$ 493,411	$ 487,355	$ 6,056	$ 499,395	$ 499,395	$ 7,984	1.62%

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	2023 Longevity	2023 Total
Galvez, Samantha	Full-Time	Deputy Registrar	$ 64,649	$ 67,915	8	17	$ 0	$ 67,915
Mauro, Gayle	Full-Time	Registrar of Vital Statistics	89,861	83,529	10	19	8,353	91,882
	Salaries & Wages Total		$ 154,510	$ 151,444			$ 8,353	$ 159,797

MUNICIPAL COURT

Municipal Court / Violations Bureau
2023 Organizational Chart

John DeMassi
P/T Municipal Court Judge

1 Part-Time Employee

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
103	Part-Time	$ 42,552	$ 42,553 *	$ 42,552	$ 1	$ 43,509	$ 43,509	$ 957	2.25%
	Total Salary & Wages	**$ 42,552**	**$ 42,553**	**$ 42,552**	**$ 1**	**$ 43,509**	**$ 43,509**	**$ 957**	**2.25%**
		**Transferred $1 from Code Enforcement*							
	Other Expenses								
201	Supplies & Materials	$ 10,000	$ 9,685 *	$ 1,352	$ 8,333	$ 12,500	$ 12,500	$ 2,500	25.00%
500	Contract Services	1,000	1,000	0	0	0	0	(1,000)	-100.00%
501	Legal Services	1,900	1,900	0	0	0	0	(1,900)	-100.00%
502	Shared Court Agreement	307,536	307,536	268,968	38,568	329,680	329,680	22,144	7.20%
509	Miscellaneous Srvs (Interpreters)	5,000	5,000	600	0	0	0	(5,000)	-100.00%
	Total Other Expenses	**$ 325,436**	**$ 325,121**	**$ 270,920**	**$ 54,201**	**$ 342,180**	**$ 342,180**	**$ 16,744**	**5.15%**
			**Transferred $315 to Public Defender S&W*						
	Division Total	**$ 367,988**	**$ 367,674**	**$ 313,472**	**$ 54,202**	**$ 385,689**	**$ 385,689**	**$ 17,701**	**4.81%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
DeMassi, John	Part-Time	Municipal Court Judge	$ 42,552	$ 43,509			$ 0	$ 43,509
	Salaries & Wages Total		**$ 42,552**	**$ 43,509**			**$ 0**	**$ 43,509**

UTILITIES

		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
430-000	**Electricity**								
100	Electricity	$ 360,000	$ 340,000 *	$ 321,213	$ 18,787	$ 325,000	$ 325,000	$ (35,000)	-9.72%
FAC	Family Aquatic Center	15,000	15,000	17,468	(2,468)	18,000	18,000	3,000	20.00%
GLF	Golf Course	3,000	3,000	964	2,036	2,000	2,000	(1,000)	-33.33%
	Subtotal	**$ 378,000**	**$ 358,000**	**$ 339,645**	**$ 18,355**	**$ 345,000**	**$ 345,000**	**$ (33,000)**	***-8.73%***
		**Transferred $20,000 to Water*							
435-000	**Street Lighting**								
	Street Lighting	$ 162,000	$ 163,500 *	$ 162,868	$ 632	$ 165,000	$ 165,000	$ 3,000	1.85%
	Subtotal	**$ 162,000**	**$ 163,500**	**$ 162,868**	**$ 632**	**$ 165,000**	**$ 165,000**	**$ 3,000**	***1.85%***
		**Transferred $1,500 from Tax Assessment*							
440-00	**Telephone**								
	Telephone	$ 207,000	$ 259,000 *	$ 254,409	$ 4,591	$ 152,000	$ 152,000	$ (55,000)	-26.57%
	Subtotal	**$ 207,000**	**$ 259,000**	**$ 254,409**	**$ 4,591**	**$ 152,000**	**$ 152,000**	**$ (55,000)**	***-26.57%***
		**Transferred $52,000 from various accounts*							
445-000	**Water**								
100	Water	$ 58,000	$ 128,000 *	$ 80,857	$ 47,143	$ 75,000	$ 75,000	$ 17,000	29.31%
FAC	Family Aquatic Center	20,000	20,000	16,000	4,000	18,000	18,000	(2,000)	-10.00%
GLF	Golf Course	2,000	2,000	4,800	(2,800)	5,000	5,000	3,000	150.00%
	Subtotal	**$ 80,000**	**$ 150,000**	**$ 101,657**	**$ 48,343**	**$ 98,000**	**$ 98,000**	**$ 18,000**	***22.50%***
		**Transferred $70,000 from various accounts*							
446-461	**Fuel**								
446	Natural Gas	$ 69,000	$ 97,000 *	$ 96,372	$ 628	$ 98,000	$ 98,000	$ 29,000	42.03%
447	Heating Oil	10,000	15,000 **	12,471	2,529	14,000	14,000	4,000	40.00%
460	Gasoline	135,000	180,000 ***	145,752	34,248	160,000	160,000	25,000	18.52%
461	Diesel	150,000	190,000 ****	186,273	3,727	180,000	180,000	30,000	20.00%
	Subtotal	**$ 364,000**	**$ 482,000**	**$ 440,868**	**$ 41,132**	**$ 452,000**	**$ 452,000**	**$ 88,000**	***24.18%***
		**Transferred $28,000 from various accounts*							
		***Transferred $5,000 from Clerk S&W*							
		****Transferred $45,000 from various accounts*							
		*****Transferred $40,000 from various accountsClerks S&W and $20,000 from Engineering S&W*							
	Utilities Total	**$ 1,191,000**	**$ 1,412,500**	**$ 1,299,447**	**$ 113,053**	**$ 1,212,000**	**$ 1,212,000**	**$ 21,000**	***1.76%***

INSURANCE

	2022				2023		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
210-000 General Liability								
General Liability	$ 584,390	$ 584,390	$ 584,390	$ 0	$ 579,920	$ 579,920	$ (4,470)	-0.76%
Subtotal	**$ 584,390**	**$ 584,390**	**$ 584,390**	**$ 0**	**$ 579,920**	**$ 579,920**	**$ (4,470)**	***-0.76%***
215-000 Workers Compensation								
Workers Compensation	$ 562,777	$ 562,777	$ 562,777	$ 0	$ 583,532	$ 583,532	$ 20,755	3.69%
Subtotal	**$ 562,777**	**$ 562,777**	**$ 562,777**	**$ 0**	**$ 583,532**	**$ 583,532**	**$ 20,755**	***3.69%***
220-000 Employee Group Health								
Medical and Dental	$ 2,346,000	$ 2,346,000	$ 2,346,000	$ 0	$ 2,493,000	$ 2,493,000	$ 147,000	6.27%
Subtotal	**$ 2,346,000**	**$ 2,346,000**	**$ 2,346,000**	**$ 0**	**$ 2,493,000**	**$ 2,493,000**	**$ 147,000**	***6.27%***
225-000 Unemployment								
Unemployment	$ 25,000	$ 25,000	$ 25,000	$ 0	$ 25,000	$ 25,000	$ 0	0.00%
Subtotal	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	***0.00%***
230-000 Other Insurances								
Other Insurances	$ 25,000	$ 25,000	$ 25,000	$ 0	$ 25,000	$ 25,000	$ 0	0.00%
Subtotal	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	***0.00%***
Insurance Total	**$ 3,543,167**	**$ 3,543,167**	**$ 3,543,167**	**$ 0**	**$ 3,706,452**	**$ 3,706,452**	**$ 163,285**	**4.61%**

PENSIONS / SOCIAL SECURITY

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
471-000	**Public Employees Retirement System**								
	PERS	$ 1,339,317	$ 1,339,317	$ 1,339,317	$ 0	$ 1,473,974	$ 1,473,974	$ 134,657	10.05%
	Add: PERS Retro Bill					5,704	5,704	5,704	100.00%
	Less: Library Contribution	(167,075)	(167,075)	(167,075)	0	(201,000)	(201,000)	(33,925)	20.31%
	Subtotal	**$ 1,172,242**	**$ 1,172,242**	**$ 1,172,242**	**$ 0**	**$ 1,278,678**	**$ 1,278,678**	**$ 106,436**	***9.08%***
475-000	**Police Fire Retirement System**								
	PFRS	$ 2,995,897	$ 2,995,897	$ 2,995,897	$ 0	$ 3,348,519	$ 3,348,519	$ 352,622	11.77%
	Add: PFRS Retro Bill	0	0	0	0	32,151	32,151	32,151	100.00%
	Subtotal	**$ 2,995,897**	**$ 2,995,897**	**$ 2,995,897**	**$ 0**	**$ 3,380,670**	**$ 3,380,670**	**$ 384,773**	***12.84%***
471-000	**Defined Contribution Retirement Plan**								
	DCRP	$ 19,500	$ 19,500	$ 12,267	$ 7,233	$ 21,000	$ 21,000	$ 1,500	7.69%
	Subtotal	**$ 19,500**	**$ 19,500**	**$ 12,267**	**$ 7,233**	**$ 21,000**	**$ 21,000**	**$ 1,500**	***7.69%***
472-000	**Social Security/Medicare**								
	Social Security/Medicare	$ 1,000,000	$ 1,000,000	$ 701,104	$ 298,896	$ 1,002,000	$ 1,002,000	$ 2,000	0.20%
	Less : Library Contribution	(121,219)	(121,219)	0	(121,219)	(125,973)	(125,973)	(4,754)	3.92%
	Less : Sewer Contribution	(45,000)	(45,000)	0	(45,000)	(40,000)	(40,000)	5,000	-11.11%
	Less : Parking Contribution	(63,000)	(63,000)	0	(63,000)	(52,000)	(52,000)	11,000	-17.46%
	Less : UCC Contribution	(65,000)	(65,000)	0	(65,000)	(67,000)	(67,000)	(2,000)	-3.08%
	Subtotal	**$ 705,781**	**$ 705,781**	**$ 701,104**	**$ 4,677**	**$ 717,027**	**$ 717,027**	**$ 11,246**	***1.59%***
	Pension/ Social Security Total	**$ 4,893,420**	**$ 4,893,420**	**$ 4,881,510**	**$ 11,910**	**$ 5,397,375**	**$ 5,397,375**	**$ 503,955**	***10.30%***

INTERLOCAL AGREEMENTS / GRANTS

	2022				2023		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
25-265-003 INTERLOCAL AGREEMENTS								
Interlocal Agreements								
Joint Meeting - NPSM Emergency Dispatch Center	$ 1,156,432	$ 1,156,432	$ 1,156,432	$ 0	$ 1,216,855	$ 1,216,855	$ 60,423	5.22%
Interlocal Agreements Total	**$ 1,156,432**	**$ 1,156,432**	**$ 1,156,432**	**$ 0**	**$ 1,216,855**	**$ 1,216,855**	**$ 60,423**	**5.22%**
41-000-000 STATE AND FEDERAL GRANT APPROPRIATIONS								
Grants								
NJ Recycling Tonnage Grant (2019)	$ 0	$ 30,045	$ 0	$ 30,045	$ 0	$ 0	$ 0	0.00%
NJ Recycling Tonnage Grant (2020)	0	0	0	0	39,237	39,237	39,237	100.00%
NJ Body Armor Replacement Fund	2,243	2,243	0	2,243	3,078	3,078	835	37.23%
NJ Body Worn Camera Grant (2022)	0	48,593	0	48,593	0	0	0	0.00%
NJ Clean Energy Grant (2022)	0	10,000	0	10,000	0	0	0	0.00%
NJAW Environmental Grant	0	1,000	4,173	(3,173)	0	0	0	0.00%
NJ DEP Clean Communities (2021)	0	42,889	30,199	12,690	0	0	0	0.00%
NJ ROID Grant (2021)	700	700	0	700	18,000	18,000	17,300	100.00%
NJ ROID Grant (2022)	0	0	0	0	18,000	18,000	18,000	100.00%
Citizens Bank Philanthropic Grant - FHQ	0	0	0	0	5,000	5,000	5,000	100.00%
Investors Foundation Grant - FHQ	0	0	0	0	10,000	10,000	10,000	100.00%
Greening Union County (2021)	0	8,000	0	8,000	0	0	0	0.00%
Union County Public Arts Grant (2022)	0	5,000	0	5,000	0	0	0	0.00%
Union County Kids Recreation Grant (2021)	0	52,529	0	52,529	0	0	0	0.00%
Union County Infrastructure & Municipal Aid	0	0	0	0	75,000	75,000	75,000	100.00%
NJ DOT Safe Streets Summit Station	71,944	71,944	0	71,944	0	0	(71,944)	-100.00%
NJ DOT Butler Pkwy Improvement Project	75,000	75,000	0	75,000	0	0	(75,000)	-100.00%
NJ DOT Park Ave Improvements	0	0	0	0	296,250	296,250	296,250	100.00%
Summit Foundation Grant	0	0	0	0	53,514	53,514	53,514	100.00%
Tiny Forest Project Grant	0	6,000	0	6,000	0	0	0	0.00%
NJ Air Quality Regulation Grant - Electric Charge Station Installation	6,000	6,000	0	6,000	0	0	(6,000)	-100.00%
National Opioids Settlement Grant	0	54,521	0	54,521	136,479	136,479	136,479	100.00%
Bristol Myers Squibb (BMS) Fire HQ Project	0	50,000	0	50,000	0	0	0	100.00%
Grants Total	**$ 155,887**	**$ 464,464**	**$ 34,372**	**$ 430,093**	**$ 654,558**	**$ 654,558**	**$ 498,671**	**319.89%**

DEBT SERVICE

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
44-901-000	Capital Improvement Fund	$ 107,000	$ 107,000	$ 107,000	$ 0	$ 100,000	$ 100,000	$ (7,000)	-6.54%
Municipal Debt Service									
45-920	Bond Principal	$ 3,830,000	$ 3,830,000	$ 3,830,000	$ 0	$ 4,470,000	$ 4,470,000	$ 640,000	16.71%
45-925	Bond Anticipation Note Principal	175,000	175,000	94,000	81,000	19,000	19,000	(156,000)	-15.63%
45-930	Interest on Bonds	1,046,852	1,046,852	1,046,852	0	2,045,150	2,045,150	998,298	95.36%
45-935	Interest on Bond Anticipation Notes	559,720	559,720	559,720	0	59,040	59,040	(500,680)	-89.45%
	Municipal Debt Service Total	$ 5,611,572	$ 5,611,572	$ 5,530,572	$ 81,000	$ 6,593,190	$ 6,593,190	$ 981,618	17.49%
School Debt Service									
48-920	Bond Principal	$ 3,255,000	$ 3,255,000	$ 3,255,000	$ 0	$ 3,260,000	$ 3,260,000	$ 5,000	0.15%
48-925	Bond Anticipation Note Principal	0	0	0	0	0	0	0	0.00%
48-930	Interest on Bonds	464,481	464,481	464,481	0	376,851	376,851	(87,630)	-18.87%
48-935	Interest on Bond Anticipation Notes	0	0	0	0	65,990	65,990	0	10.00%
	School Debt Service Total	$ 3,719,481	$ 3,719,481	$ 3,719,481	$ 0	$ 3,702,841	$ 3,702,841	$ (82,630)	-2.22%

DEFERRED CHARGES

&

RESERVES

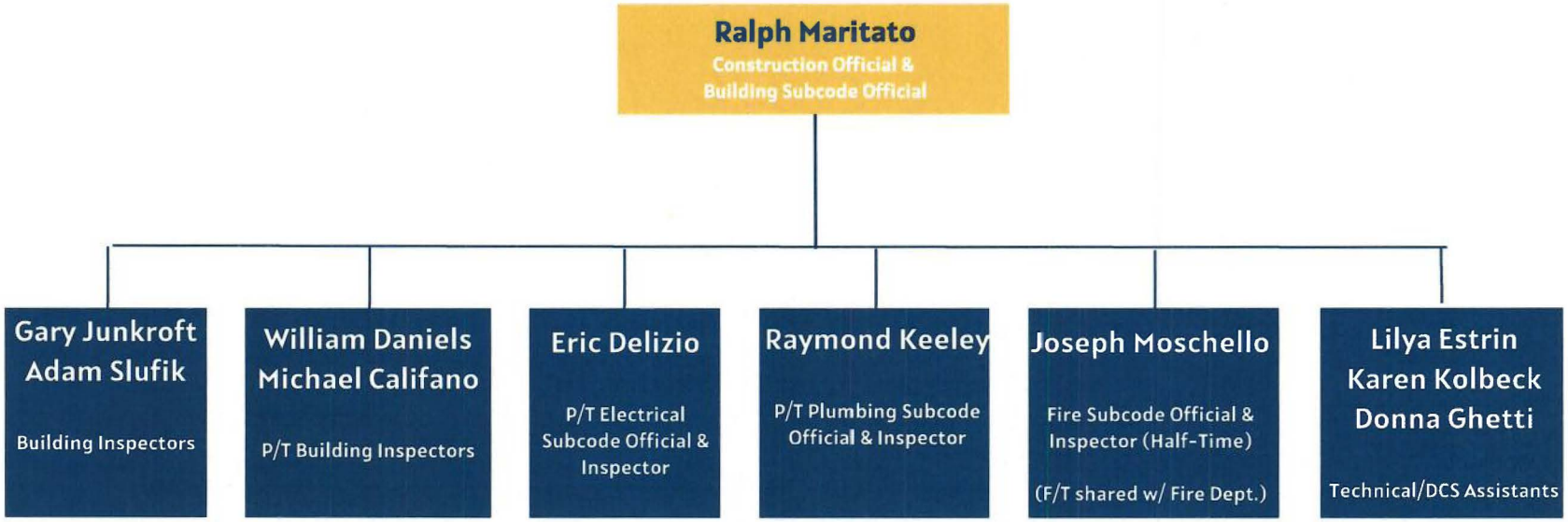
		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
Deferred Charges									
876-000	Deficit in Dedicated Assessment Budget	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
877-000	Deferred Charges (Capital Expenses Unfunded)	$ 25,000	$ 25,000	$ 25,000	$ 0	$ 25,000	$ 25,000	$ 0	0.00%
Reserves									
899-001	Reserve for Tax Appeals	$ 0	$ 0	$ 0	$ 0	$ 100,000	$ 75,000	$ 75,000	100.00%
899-002	Reserve for Salary Adjustments	$ 30,000	$ 0 *	$ 0	$ 0	$ 140,000	$ 140,000	$ 110,000	366.67%
899-003	Reserve for Municipal Debt Service	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
899-000	Reserve for Uncollected Taxes	$ 5,001,272	$ 5,001,272	$ 5,001,272	$ 0	$ 5,000,016	$ 5,000,016	$ (1,256)	-0.03%

** Transferred $28,000 to A&E S&W & $2,000 to Pool S&W*

UNIFORM CONSTRUCTION CODE (U.C.C.)

Office of the Department of Community Services (DCS)

2023 Organizational Chart for Uniform Construction Code (U.C.C.)



6.5 Full-Time Employees
4 Part-Time Employees

REVENUES		2022 ANTICIPATED	2022 ANTICIPATED	2022 ACTUAL as of 12/31/2022	2022 Amount Over/(Under)	2023 ANTICIPATED	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	U.C.C. Fees	$ 909,413	$ 909,413	$ 1,656,000	$ 746,587	$ 1,000,000	$ 90,587	9.96%
	Interest on Investments	744	744	2,403	1,659	2,500	1,756	236.02%
	Fund Balance	277,553	277,553	277,553	0	292,895	15,342	5.53%
	Total U.C.C. Revenues	**$ 1,187,710**	**$ 1,187,710**	**$ 1,935,956**	**$ 748,246**	**$ 1,295,395**	**$ 107,685**	**9.07%**

APPROPRIATIONS		2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	Salaries and Wages							
101	Full-Time	$ 579,619	$ 579,619	$ 651,740	$ (72,121)	$ 572,630	$ (6,989)	-1.21%
102	Part-Time	296,611	296,611	195,583	101,028	274,465	(22,146)	-7.47%
104	Overtime	27,300	27,300	13,725	13,575	27,300	0	0.00%
	Total Salary & Wages	**$ 903,530**	**$ 903,530**	**$ 861,049**	**$ 42,481**	**$ 874,395**	**$ (29,135)**	**-3.22%**
	Other Expenses							
201	Supplies & Materials	$ 5,600	$ 5,600	$ 2,369	$ 3,231	$ 5,600	$ 0	0.00%
301	Printing	5,000	5,000	4,513	487	5,000	0	0.00%
405	Vehicle Maintenance	2,000	2,000	2,372	(371)	2,000	0	0.00%
500	Contract Services	12,000	12,000	11,900	100	26,000	14,000	116.67%
607	Telephone	4,000	4,000	4,935	(934)	6,000	2,000	50.00%
700	Equipment	50,000	50,000	28,150	21,850	10,000	(40,000)	-80.00%
703	Automobiles	0	0	0	0	30,000	30,000	0.00%
801	Clothing Purchases	4,500	4,500	3,149	1,351	4,500	0	0.00%
804	Training & Seminars	2,000	2,000	0	2,000	2,000	0	0.00%
806	Memberships	700	700	396	304	700	0	0.00%
807	Personal Expenses (Non-Payroll)	500	500	0	500	500	0	0.00%
808	Personal Expenses (Payroll)	8,700	8,700	7,200	1,500	8,700	0	0.00%
809	Conference & Meetings	5,000	5,000	1,873	3,127	5,000	0	0.00%
900	Share of Social Security & Medicare	65,000	65,000	65,000	0	67,000	2,000	3.08%
901	Share of Pension & Health/Dental Costs	105,000	105,000	105,000	0	236,000	131,000	124.76%
50-899	Reserve for Salary Adjustments	14,180	14,180	0	14,180	12,000	(2,180)	-15.37%
55-271	Refunds of Payments	0	0	0	0	0	0	0.00%
	Total Other Expenses	**$ 284,180**	**$ 284,180**	**$ 236,856**	**$ 47,329**	**$ 421,000**	**$ 136,820**	**48.15%**
	U.C.C. Total Appropriations	**$ 1,187,710**	**$ 1,187,710**	**$ 1,097,905**	**$ 89,810**	**$ 1,295,395**	**$ 107,685**	**9.07%**

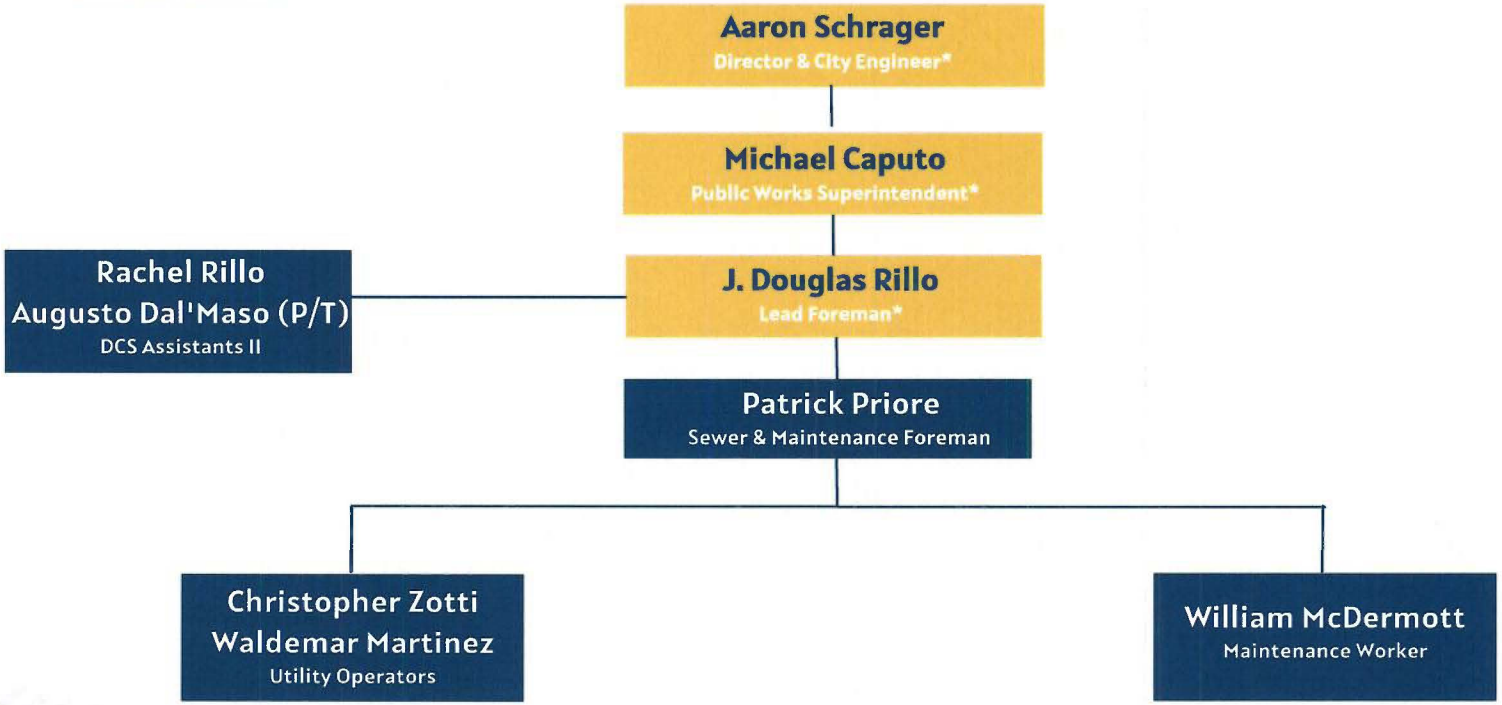
	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Doyle, Anthony (Rtmt 2/1/23)	Full-Time	Building Inspector	$ 98,109	$ 8,548	12	19	$ 0	$ 8,548
Estrin, Lilya	Full-Time	Staff Assistant III	67,386	70,453	6	19	0	70,453
Ghetti, Donna	Full-Time	Staff Assistant III	67,386	70,453	6	19	0	70,453
Junkroft, Gary	Full-Time	Building Inspector	0	105,538	13	19	0	105,538
Kolbeck, Karen	Full-Time	Staff Assistant II	62,853	65,714	5	19	0	65,714
Maritato, Ralph	Full-Time	Construction Official/Chief Inspector	124,900	132,312	16	19	0	132,312
Slufik, Adam	Full-Time	Building Inspector	0	85,200	13	12	0	85,200
DiLauri, Matthew (25%)	Full-Time	Assistant Director	22,800	23,427	13	14	0	23,427
Vacancy	Full-Time	Building Inspector	96,185	0	12	19	0	0
Retirement 2/1/22	Full-Time	Construction Official/Chief Inspector	40,000	0	16	19	0	0
Daniels, William	Part-Time	Building Inspector	52,048	54,416	12	19	0	54,416
Delizio, Eric	Part-Time	Electrical Inspector	72,977	76,319	12	19	0	76,319
Keeley, Raymond	Part-Time	Plumbing Inspector/Mechanical Subcode	0	70,388	12	4-5	0	70,388
Moschello, Joseph	Half-Time	Fire Sub-code Official	71,728	73,342			0	73,342
Vacancy	Part-Time	Building Inspector	21,339	0	12	19	0	0
Resignation 7/11/22	Part-Time	Plumbing Inspector	78,519	0	12	19	0	0
	Salaries & Wages Total		**$ 876,231**	**$ 836,110**			**$ 0**	**$ 836,110**

SEWER UTILITY

Office of the Department of Community Services (DCS)

2023 Organizational Chart for Division of Public Works

Sewer Utility



5 Full-Time Employees*

1 Part-Time Employee

***Does not include Director, Superintendent, or Lead Foreman**

REVENUES		2022 Anticipated Budget	2022 Final Adopted	2022 Actual as of 12/31/2022	2022 Amount Over/(Under)	2023 Anticipated	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	Fund Balance Anticipated (Surplus)	$ 604,868	$ 604,868	$ 604,868	$ 0	$ 604,868	$ 0	0.00%
	Domestic User Charges	3,415,000	3,415,000	3,532,589	117,589	3,919,123	504,123	14.76%
	Industrial User Charges (includes New Providence)	1,020,000	1,020,000	1,039,608	19,608	1,068,166	48,166	4.72%
	Interest on Sewer	10,408	10,408	7,679	(2,729)	7,500	(2,908)	-27.94%
	Total Sewer Utility Revenues	**$ 5,050,276**	**$ 5,050,276**	**$ 5,184,744**	**$ 134,468**	**$ 5,599,657**	**$ 549,381**	**10.88%**

APPROPRIATIONS	SEWER ADMINISTRATION	2022 Adopted Budget	2022 Final Budget	2022 Paid or Charged as of 12/31/2022	2022 Amount (Over) / Under	2023 Department Request	2023 Proposed Budget	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
	Salaries and Wages								
101	Full-Time	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
109	Share of Various Salaries - Current Fund	135,000	135,000	135,000	0	140,000	140,000	5,000	3.70%
	Total Salary & Wages	**$ 135,000**	**$ 135,000**	**$ 135,000**	**$ 0**	**$ 140,000**	**$ 140,000**	**$ 5,000**	**3.70%**
	Other Expenses								
55-205	Overpayments	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
201	Supplies & Materials	500	500	188	312	500	500	0	0.00%
210	Advertising, Printing & Postage	2,000	2,000	48	1,952	2,000	2,000	0	0.00%
401	TC Edmunds System	5,000	5,000	2,462	2,538	2,600	2,600	(2,400)	-48.00%
402	TC WIPP	640	640	639	1	670	670	30	4.69%
403	TC Sewer Bills	800	800	229	571	800	800	0	0.00%
404	TC Envelopes	325	325	329	(4)	500	500	175	53.85%
504	Audit Services	13,000	13,000	13,000	0	13,000	13,000	0	0.00%
804	Training & Seminars	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
	Total Other Expenses	**$ 23,265**	**$ 23,265**	**$ 16,895**	**$ 6,370**	**$ 21,070**	**$ 21,070**	**$ (2,195)**	**-9.43%**
	Sewer Utility Administration Subtotal	**$ 158,265**	**$ 158,265**	**$ 151,895**	**$ 6,370**	**$ 161,070**	**$ 161,070**	**$ 2,805**	**1.77%**

APPROPRIATIONS		2022				2023		Adopted/Proposed Budget Variance	
	SEWER OPERATIONS	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages								
101	Full-Time	$ 368,385	$ 368,385	$ 356,703	$ 11,682	$ 384,190	$ 384,190	$ 15,805	*4.29%*
102	Part Time	34,553	34,553	31,423	3,130	36,818	36,818	2,265	*6.56%*
103	Seasonal	7,500	7,500	5,400	2,100	7,500	7,500	0	*0.00%*
104	Overtime	12,500	12,500	23,325	(10,825)	22,000	22,000	9,500	*76.00%*
	Total Salary & Wages	**$ 422,938**	**$ 422,938**	**$ 416,851**	**$ 6,087**	**$ 450,508**	**$ 450,508**	**$ 27,570**	***6.52%***
	Other Expenses								
201	Supplies	$ 2,000	$ 2,000	$ 1,881	$ 119	$ 2,000	$ 2,000	$ 0	*0.00%*
205	Tools	2,000	2,000	271	1,729	2,000	2,000	0	*0.00%*
212	Materials	5,000	5,000	4,421	579	5,000	5,000	0	*0.00%*
402	Building Maintenance	8,000	8,000	4,102	3,898	8,000	8,000	0	*0.00%*
403	Equipment Maintenance	8,000	8,000	6,989	1,011	8,000	8,000	0	*0.00%*
405	Truck Maintenance	10,000	10,000	8,191	1,809	10,000	10,000	0	*0.00%*
460	Fuel	11,000	11,000	11,000	0	11,000	11,000	0	*0.00%*
491	Odor Control	86,015	86,015	5,248	80,768	90,000	90,000	3,985	*4.63%*
492	Pumps Maintenance	18,000	18,000	23,642	(5,642)	25,000	25,000	7,000	*38.89%*
493	Sanitary Sewer	5,000	5,000	7,769	(2,769)	5,000	5,000	0	*0.00%*
494	TV Sewer Inspection	5,000	5,000	0	5,000	2,500	2,500	(2,500)	*-50.00%*
495	Force Main Repairs	2,000	2,000	0	2,000	2,000	2,000	0	*0.00%*
496	Grease Disposal	5,000	5,000	0	5,000	5,000	5,000	0	*0.00%*
500	Contract Services	69,200	69,200	57,929	11,271	75,000	75,000	5,800	*8.38%*
509	Mobile Devices	2,200	2,200	1,154	1,046	2,200	2,200	0	*0.00%*
513	Sewer Service	206,015	206,015	202,415	3,600	220,000	220,000	13,985	*6.79%*
514	Operational Software Licenses	0	0	0	0	6,000	6,000	6,000	*100.00%*
601	Pumps Electricity	80,000	80,000	74,025	5,975	80,000	80,000	0	*0.00%*
605	Water	1,000	1,000	647	353	1,000	1,000	0	*0.00%*
801	Clothing Purchase/Clean	3,425	3,425	3,262	163	3,425	3,425	0	*0.00%*
804	Training & Seminars	1,500	1,500	145	1,355	1,500	1,500	0	*0.00%*
	Total Other Expenses	**$ 530,355**	**$ 530,355**	**$ 413,089**	**$ 117,266**	**$ 564,625**	**$ 564,625**	**$ 34,270**	***6.46%***
	Sewer Utility Operations Subtotal	**$ 1,111,558**	**$ 1,111,558**	**$ 981,835**	**$ 129,723**	**$ 1,176,203**	**$ 1,176,203**	**$ 64,645**	**5.82%**

APPROPRIATIONS	2022				2023		Adopted/Proposed Budget Variance	
SEWER OPERATIONS	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
Joint Meeting Charges								
Joint Meeting Maintenance	$ 2,259,522	$ 2,259,522	$ 2,259,522	$ 0	$ 2,193,434	$ 2,193,434	$ (66,088)	-2.92%
Joint Meeting Maintenance (Additional)	0	0	0	0	0	0	0	0.00%
Total Joint Meeting	**$ 2,259,522**	**$ 2,259,522**	**$ 2,259,522**	**$ 0**	**$ 2,193,434**	**$ 2,193,434**	**$ (66,088)**	**-2.92%**
Health & Dental Insurances	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ 0**	**$ 77,000**	**$ 77,000**	**$ 17,000**	**28.33%**
Capital Improvement Fund	**$ 107,000**	**$ 107,000**	**$ 107,000**	**$ 0**	**$ 161,750**	**$ 161,750**	**$ 54,750**	**51.17%**
Deferred Charges	**$ 56,560**	**$ 56,560**	**$ 56,560**	**$ 0**	**$ 56,560**	**$ 56,560**	**$ 0**	**0.00%**
Debt Service								
Bond Principal	$ 510,000	$ 510,000	$ 510,000	$ 0	$ 630,000	$ 630,000	$ 120,000	23.53%
Bond Anticipation Notes Principal	9,000	9,000	0	9,000	0	0	(9,000)	0.00%
Interest on Bonds	89,386	89,386	89,386	0	352,710	352,710	263,324	294.59%
Interest on Bond Anticipation Notes	58,250	58,250	53,015	5,235	0	0	(58,250)	-100.00%
Reserve for Debt Service	0	0	0	0	0	0	0	99.00%
Total Debt Service	**$ 666,636**	**$ 666,636**	**$ 652,401**	**$ 14,235**	**$ 982,710**	**$ 982,710**	**$ 316,074**	**47.41%**
Statutory Expenditures								
Social Security & Medicare	$ 45,000	$ 45,000	$ 45,000	$ 0	$ 40,000	$ 40,000	$ (5,000)	-11.11%
Contribution to PERS	44,000	44,000	44,000	0	62,000	$ 62,000	18,000	40.91%
Total Statutory Expenditures	**$ 89,000**	**$ 89,000**	**$ 89,000**	**$ 0**	**$ 102,000**	**$ 102,000**	**$ 13,000**	**14.61%**
Contribution to Current Fund	**$ 700,000**	**$ 700,000**	**$ 700,000**	**$ 0**	**$ 850,000**	**$ 850,000**	**$ 150,000**	**21.43%**
Overall Sewer Utility Totals	**$ 5,050,276**	**$ 5,050,276**	**$ 4,906,317**	**$ 143,959**	**$ 5,599,657**	**$ 5,599,657**	**$ 549,381**	**10.88%**

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Martinez, Waldemar	Full-Time	Operator	$ 72,309	$ 83,786	8	14	$ 1,000	$ 84,786
McDermott, William	Full-Time	Maintenance Worker	53,198	55,891	5	5-9	0	55,891
Priore, Patrick	Full-Time	Foreman	102,870	103,140	11	14	2,000	105,140
Zotti, Christopher	Full-Time	Utility Operator	83,942	83,786	8	14	2,000	85,786
Dal'Maso, Augusto	Part-Time	Staff Assistant II	34,533	36,818	5	3	0	36,818
Rillo, Rachel	Full-Time	Staff Assistant II	45,086	46,587	5	6	0	46,587
Reserve for Salary Adjustments			11,000	6,000			0	6,000
		Salaries & Wages Total	**$ 402,938**	**$ 416,008**			**$ 5,000**	**$ 421,008**

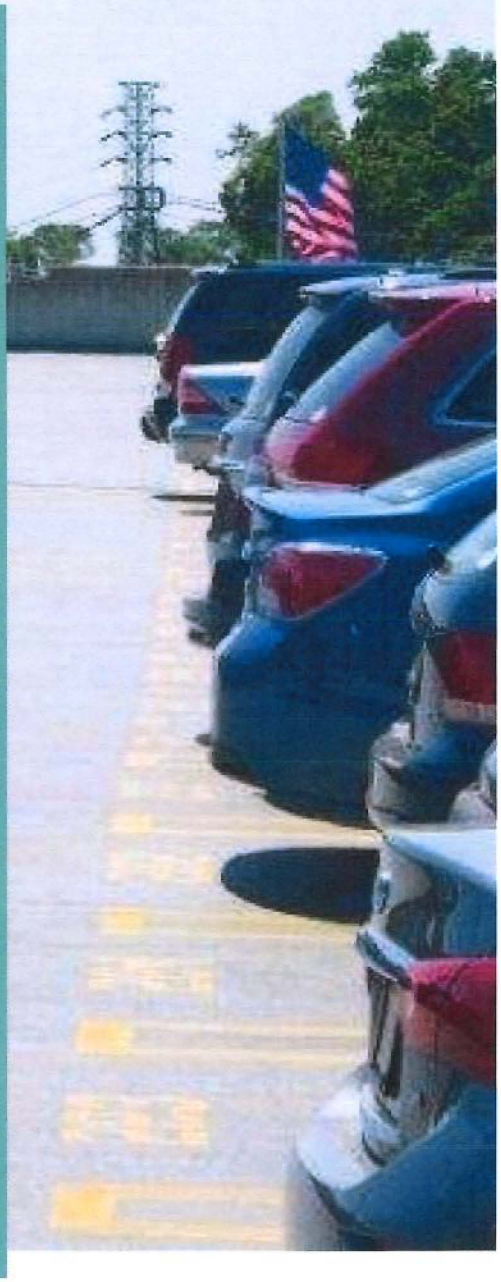
PARKING SERVICES UTILITY

CITY OF SUMMIT

Parking Services Agency Report

Rita M. McNany
Parking Services Director

2023



Introduction

WHAT WE DO

The Parking Services Agency was established in 2000 as a separate utility to oversee municipal parking operations. Our mission is to offer a simple, convenient, and pleasant parking experience for everyone.

Parking Services manages all metered locations in downtown Summit and the enforcement of time-limited zones citywide. The Agency collects all parking revenues, excluding parking tickets, to fully cover its operating expenses and parking debt service while maintaining a sufficient surplus for future snow removal and capital improvements.

Parking enforcement is a vital tool in providing equitable parking and generating the highest turnover of parking spaces.

Parking Services facilitates special events and construction project parking in the downtown. It also promotes alternate modes of transportation to improve circulation of vehicles in downtown Summit.

OUR FOCUS ON EQUITY

Parking Services strives to provide equitable parking for all users, offering a variety of simple payment and permit options based on individual or group parking needs. Parking Services continually strives to simplify the parking experience with the use of trending technologies, and to promote alternate modes of transportation.

2022 - THE PANDEMIC IS OVER

Every community in New Jersey was deeply impacted by the Covid-19 pandemic in 2020. The virus temporarily closed businesses and schools, and suspended transportation. While protecting the community, Parking Services continued its services to the public. City staff continued to assist downtown businesses and members of the public throughout the pandemic.

As the pandemic's effects began to subside in 2022, Summit slowly began to experience more utilization of its parking facilities. In September 2022, the Parking Services Agency has seen an upward trend in parking volume that has persisted through early 2023. Though long-term employee parking numbers have slowly increased to pre-COVID levels, parking availability in these facilities still exists at a modest level.

2022 SERVICES AND GOALS

Service Goal 1: Customer convenience and satisfaction

The redesigned online permit system allows customers to purchase permits, make payments, and sign up for recurring billing without need to visit City Hall.

Parking Services provides customer convenience with the online permit system, but staff are available at City Hall to assist resident parking needs.

Service Goal 2: Permanent 15-minute express parking added

The city offered curbside express parking spaces during the pandemic to encourage residents to support Summit businesses and restaurants.

The city determined additional 15-minute express parking spaces were needed throughout the downtown for faster turnover of parking spaces.

In December 2022, the city agreed to place 22 additional 15-minute express parking spaces on various blocks within the Central Retail Business District.

These additional short-term parking spaces allow for customers to quickly park and drop off or pickup goods and services, which limits driver circling around the CRBD thereby lowering vehicular emissions.

Service Goal 3: Parklets changes in downtown Summit

In 2016, the city installed its first parklet, which allowed restaurants and eateries to utilize parking spaces as outdoor dining space.

As the COVID-19 pandemic effects diminished, and residents returned to downtown Summit, the need to convert parklets back to parking spaces became more apparent. Beginning in 2023, if the sidewalk width abutting a restaurant frontage is wide enough to accommodate tables and chairs, a parklet in front of the restaurant is prohibited.

Parklets on Union Place were converted back to parking space use only.

2022 SERVICES AND GOALS

Service Goal 4: Summit Farmers Market move to Lot 1

Early on in the COVID-19 pandemic, Summit Downtown Inc. (SDI) desired to continue Summit's popular farmers market. However, SDI's challenge was developing a safe environment in order for the community to follow social distancing guidelines.

The farmers market moved from Lot 2 on Deforest Avenue to Lot 1. This allowed for farmer and purveyor tents to be adequately spaced while allowing for safe pedestrian flow throughout the market. The farmers market season was a huge success that residents enjoyed carrying on the tradtion of Sunday's at the "market".

Service Goal 5: Improve Union Place by eliminating parklets and reducing time limit to 30-minutes

In late 2022, Common Council considered lowering the time limits on Union Place to 30 minutes. Careful analysis was prioritized to determine if amending the time limit regulation would be sufficient to create turnover, stop double and triple parking, and improve pedestrian crossings with additional parking. Vehicle timings was evaluated to determine lengths of stay for vehicles throughout the day.

AGENCY TRANSACTIONS BY QUANTITY

DESCRIPTION	2014	2015	2016	2017	2018	2019	2020	2021	%
Permit Sales	2,350	2,407	2,974	5,474	8,856	8,630	6,831	9,031	27.73%
Bag Meters	1,599	2,876	1,786	789	1,346	964	882	1,352	42.07%
Dumpster Permits	55	98	311	61	252	239	72	107	39.10%
Daily Visitor Passes - Counter	9,172	9,278	12,357	16,868	16,390	20,357	4,166	128	-188.07%
Corporate Codes	0	0	4,697	228	181	145	53	38	-32.96%
Smart Cards	1,679	477	139	77	21	0	2	0	-100.00%
Total Sales-Permits, Dumpster, & Daily Passes	**14,855**	**15,136**	**22,264**	**23497**	**27,046**	**30,335**	**12,006**	**10,656**	**-11.91**
Prepaids (Month, Quarter & Annual) – Counter	2,361	2,397	2,822	1,598	785	711	41	320	154..6%
Prepaids (Month, Quarter & Annual) – On-Line	2,440	1,849	545	2,270	4,263	4,695	1,804	1603	-11.79%
Total Prepaids (New recurring billing 2017)	**4,801**	**4,246**	**3,367**	**3,868**	**5,048**	**5,406**	**1,845**	**1,923**	**4.14%**
Parkmobile Off Street	141,740	173,496	152,509	207,783	229,014	266,203	94,453	141,478	39.86%
Parkmobile On-Street	53,308	86,908	107,172	119,750	151,446	232,516	113,482	171,906	40.94%
Total Field - Parkmobile	**195,048**	**260,404**	**259,681**	**327,533**	**380,460**	**498,719**	**207,935**	**313,384**	**40.25%**
Credit Card – Off Street	107,723	124,470	125,972	196,262	191,022	183,220	67,906	184,566	92.41%
Credit Card – On Street**				14,923	76,249	139,413	59,399	101,788	52.59%
Total Field - Credit Card Transactions	**107,723**	**124,470**	**125,972**	**211,185**	**267,271**	**322,633**	**127,305**	**286,354**	**76.89%**
Cash * - Off Street	N/A	162,757	137,757	129,099	105,577	74,377	22,553	27,003	17.95%
Cash * - On Street				24,852	111,805	157,863	51,593	62,827	19.63%
Cash – DeForest Only	60,893	52,878	48,668	41,704	35,774	35,292	12,401	16,852	30.43%
Total Field - Cash Transaction	**60,893**	**215,635**	**184,425**	**195,655**	**253,156**	**267,532**	**86,550**	**106,682**	**20.83%**
Total Field Transactions – off street	310,356	513,601	464,906	574,848	561,387	559,092	310,795	287,121	-7.91%
Total Field Transactions – on Street	53,308	86,908	107,172	159,525	339,500	529,792	224,474	336,521	39.94%
Total Field Transactions	**362,219**	**600,509**	**572,078**	**734,473**	**900,887**	**1,088,884**	**535,269**	**623,642**	**15.25%**
Total Operations Transactions					**932,981**	**1,124,625**	**770,910**	**1,342,641**	**54.10%**

2023 SERVICES AND GOALS

Service Goal 1: Manage parking infrastructure to ensure optimal space utilization for revenue improvement

The Parking Services Agency is a self-funded municipal government utility and solely reliant upon parking revenues and permit fees. Revenues are required to cover all expenses including any debt service.

With approval from the State of New Jersey and Summit Common Council, the Parking Services Agency was authorized to seek short-term financing to cover the $1.1 million deficit it experienced in 2020. Repayments began in year 2022 with an installment payment of $170,000 per annum for five years. Ultimately, revenue improvement within the existing price structure will enable Parking Services to remain self-liquidated and adequately funded without raising parking fees.

Revenues in 2022 were 27% higher than 2021, which resulted in improved finanial health fo the Agency. Last year realized revenue evidenced improvement, up nearly 14% from 2021, yet still 31% lower than 2019. In 2020, parking revenue hit an all-time low, down 68% from 2019. Despite this severe decrease in operating funds, Parking Services was able to perform all necessary operational services without interruption.

Service Goal 2: Create more turnover with 30-minute time limit on Union Place

With the removal of parklets on Union Place in late 2022, Common Council started to deliberate on whether to lower parking time limits in order to reduce double and triple parking, and create more parking space turnover. In January 2023, Council approved the time limit measure to achieve this goal.

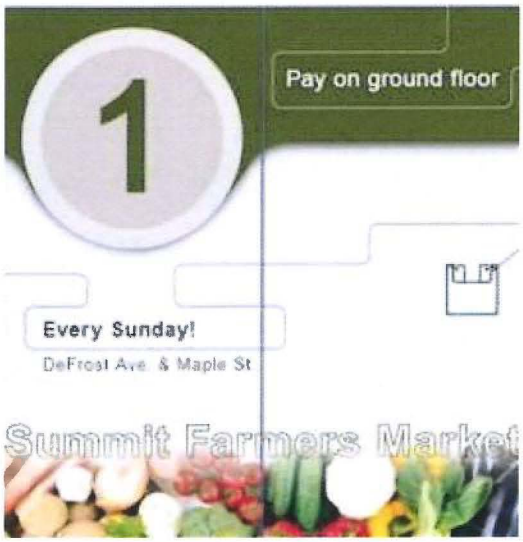
2023 SERVICES AND GOALS

Service Goal 3: Expand contactless payment options while reducing city cost related to credit card processing fees

In 2022, 88% of payments received were by credit card, and 22% of payments received were by check or cash. The cost of credit card processing fees continues to grow every year. Parking services is working with the City Treasurer to review credit card processing services in order to lower credit card fee expenses.

Service Goal 4: Garage facility improvements that focus on signage and surveillance

Prior spending authorization has been place for new signage and surveillance equipment at the Springfield Avenue and Broad Street parking facilities. However, the COVID-19 pandemic stalled these projects due to the city's decision not to incur additional debt service during that time, Moreover, many contractors were not providing installation services, and equipment supply was limited. Nevertheless, Parking Services intends to prioritize these long-awaited projects and execute on procurement of new signage and surveillance equipment in 2023.



2023 SERVICES AND GOALS

Service Goal 5: Enhance rideshare program

In August 2021, the City approved another contract with Uber Technologies for its resident/employee ridesharing program. Post-pandemic, some issues have materialized with this program. Ridesharing driver availability decreased, which Uber and Lyft responded with providing higher driver payment incentives. Additionally, gas prices rose due to higher demand in the United States, and global oil supply constraints related to the Ukraine/Russia military conflict. Consequently, the average cost per ride within Summit grew by approximately $3 per ride.

After careful review of total program costs, number of participants, and average number of daily rides per week in 2022, the City decided in December 2022 to extend Uber and Lyft contracts for another year. The program continues to be monitored and evaluated on a monthly basis.

In January 2023, Common Council approved a price increase from $1 to $2 for each participant with pre-paid parking permits, and an increase from $3 to $4 for participants without pre-paid parking permits. Participants are responsible for any fees over $15 per ride in addition to their original $2 or $4 per ride payment. The new program hours are 5AM to 8PM Monday through Friday. New fees and operating hours went into effect February 1, 2023.

RIDESHARE PROGRAM DATA

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtn Trips	Daily Dwtn Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total $ per Ride	Avg. City $ per Ride
October	178	680			858		$6,015	$1,360	$4,655	$7.01	$5.43
November	115	1,027			1,142		$7,288	$2,054	$5,234	$6.38	$4.58
December	102	703			805		$5,830	$1,406	$4,424	$7.24	$5.50
2016 Totals	**395**	**2,410**	**0**	**0**	**2,805**	**0**	**$19,133**	**$4,820**	**$14,313**	**$6.82**	**$5.10**
January	134	809			943		$7,543	$1,618	$5,925	$8.00	$6.28
February	141	809			950		$7,965	$1,618	$6,347	$8.38	$6.68
March	155	880			1,035		$8,623	$1,760	$6,863	$8.33	$6.63
April	157	901			1,058		$8,164	$1,802	$6,362	$7.72	$6.01
May	148	871			1,019		$8,147	$1,742	$6,405	$8.00	$6.29
June	105	687			792		$6,301	$1,374	$4,927	$7.96	$6.22
July	78	663			741		$5,815	$1,326	$4,489	$7.85	$6.06
August	80	778			858		$6,352	$1,556	$4,796	$7.40	$5.59
September	70	726			796		$6,156	$1,452	$4,704	$7.73	$5.91
October	107	950			1,057		$8,268	$1,900	$6,368	$7.82	$6.02
November	105	821			926		$7,026	$1,642	$5,384	$7.59	$5.81
December	4	24			28		$209	$48	$161	$7.46	$5.75
December	102	790			892		$6,921	$1,580	$5,341	$7.76	$5.99
2017 Totals	**1,386**	**9,709**	**0**	**0**	**11,095**	**0**	**$87,490**	**$19,418**	**$68,072**	**$7.89**	**$6.14**
January	150	1,237			1,387		$10,096	$2,474	$7,622	$7.28	$5.50
February	117	1,184			1,301		$9,267	$2,368	$6,899	$7.12	$5.30
March	154	1,306			1,460	36	$10,507	$2,612	$7,895	$7.20	$5.41
April	148	1,199	0	0	1,347	34	$8,684	$2,403	$6,280	$6.45	$4.66
May	156	1,447	28	0	1,631	40	$10,838	$2,916	$7,922	$6.65	$4.86
June	126	1,399	32	47	1,604	40	$12,012	$3,080	$8,932	$7.49	$5.57
July	181	1,465	5	66	1,717	43	$12,496	$3,062	$9,434	$7.28	$5.49
Aug	198	1,547	0	66	1,811	42	$13,288	$3,222	$10,066	$7.34	$5.56
Sept	200	1,445	0	43	1,688	43	$12,509	$2,974	$9,535	$7.41	$5.65
Oct	283	1,937	0	32	2,252	54	$15,677	$3,938	$13,744	$6.96	$6.10
Nov	257	1,579	0	13	1,849	48	$14,560	$3,158	$11,402	$7.87	$6.17
Dec	203	1,538	0	24	1,765	51	$13,797	$3,124	$10,173	$7.82	$5.76
2018 Totals	**2,173**	**17,283**	**65**	**291**	**19,812**	**43**	**$143,731**	**$35,332**	**$109,905**	**$7.25**	**$5.55**

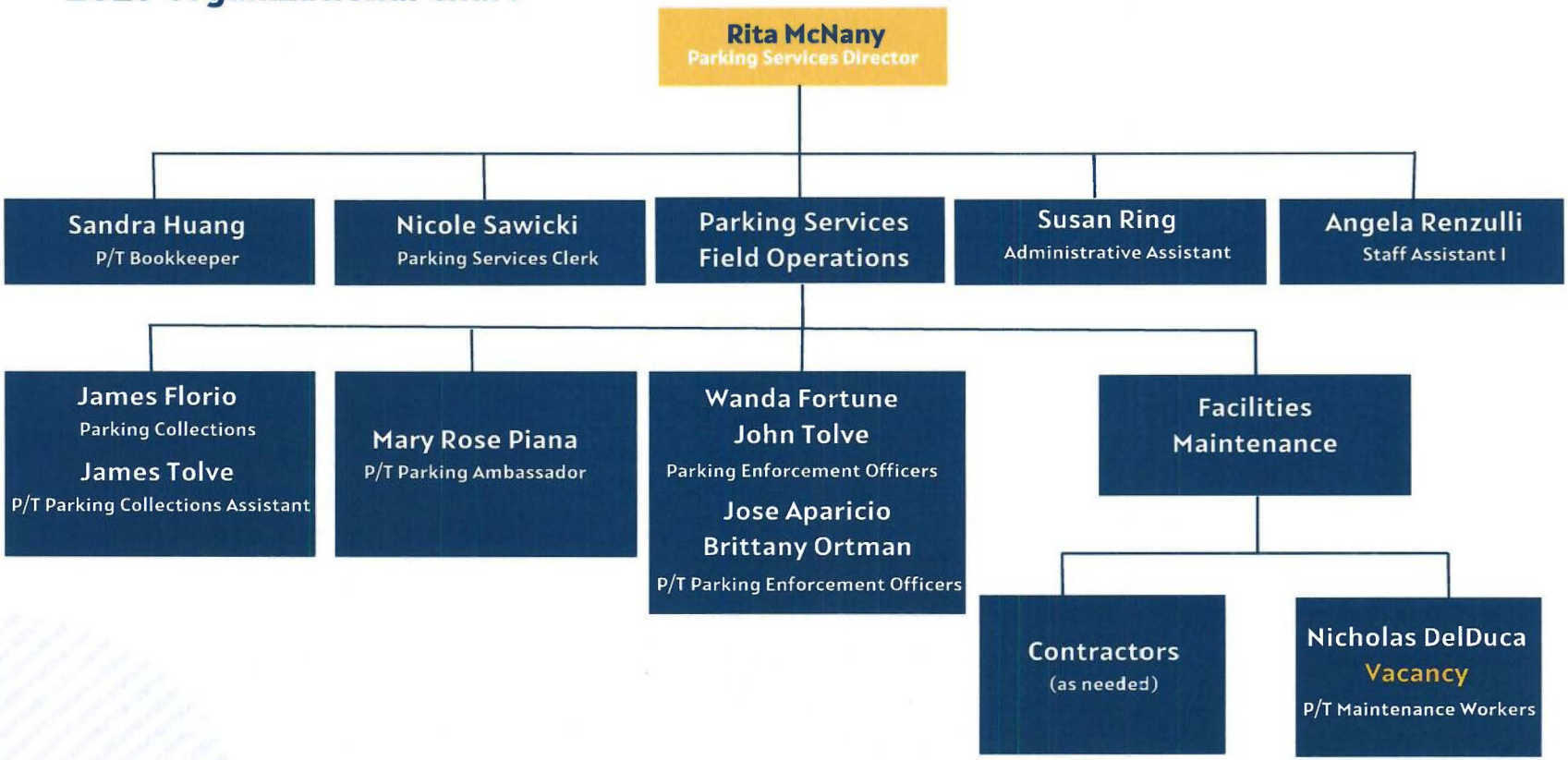
RIDESHARE PROGRAM DATA

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtn Trips	Daily Dwtn Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total $ per Ride	Avg. City $ per Ride
January	255	2,265	0	37	2,557	56	$20,220	$4,596	$15,624	$7.91	$6.11
February	259	1,971	0	27	2,257	62	$17,338	$3,996	$13,342	$7.68	$5.91
March	207	2,037	8	18	2,270	55	$17,497	$4,108	$13,389	$7.71	$5.90
April	224	1,816	11	30	2,081	53	$16,608	$3,674	$12,934	$7.98	$6.22
May	247	1,898	17	35	2,197	53	$18,056	$3,866	$14,190	$8.22	$6.46
June	258	1,818	4	39	2,119	56	$17,184	$3,704	$13,480	$8.11	$6.36
July	265	1,924	11	10	2,210	57	$18,450	$3,868	$14,582	$8.35	$6.60
Aug	236	1,766	4	21	2,027	52	$16,474	$3,571	$12,902	$8.13	$6.37
Sept	239	1,927	12	30	2,208	59	$18,780	$3,914	$14,865	$8.51	$6.73
Oct	275	2,261	7	26	2,569	60	$24,037	$4,576	$19,502	$9.36	$7.59
Nov	205	1,843	10	25	2,083	61	$20,533	$3,736	$16,797	$9.86	$8.06
Dec	179	1,696	4	32	1,911	45	$16,435	$3,288	$13,147	$8.60	$6.88
2019 Totals	**2,849**	**23,222**	**88**	**330**	**26,489**	**56**	**$221,609**	**$46,898**	**$174,753**	**$8.37**	**$6.60**
January	229	2,493	19	41	2,782	69	$21,831	$5,009	$16,822	$7.85	$6.05
February	210	2,377	13	31	2,631	65	$21,730	$4,818	$16,912	$8.26	$6.43
March											
April											
May											
June	0	4	1	0	5	0	$39	$8	$31	$7.84	$6.24
July	0	12	0	0	12	0	$93	$24	$69	$7.76	$5.76
Aug	0	22	0	2	24	1	$188	$48	$140	$7.82	$5.82
Sept	0	40	0	0	40	1	$320	$80	$240	$8.01	$6.01
Oct	0	67	0	0	67	2	$589	$132	$457	$8.79	$6.82
Nov	0	39	0	0	39	1	$347	$80	$267	$8.89	$6.84
Dec	0	57	0	0	57	2	$490	$114	$376	$8.60	$6.60
2020 Totals	**439**	**5,111**	**33**	**74**	**5,657**	**16**	**$45,627**	**$10,313**	**$35,314**	**$9.23**	**$6.28**
January	0	23	0	0	23	1	$198	$46	$152	$8.60	$6.60
February	0	25	0	0	25	1	$216	$50	$166	$8.64	$6.64
March	0	52	0	0	52	2	$606	$104	$502	$11.65	$9.65
April	0	44	0	0	44	2	$553	$88	$465	$12.57	$10.57
May	0	93	0	0	93	3	$1,062	$186	$876	$11.42	$9.42
June	2	171	0	1	174	6	$1,967	$340	$1,627	$11.31	$9.35
July	0	187	3	1	191	6	$2,214	$372	$1,842	$11.59	$9.64
Aug	2	157	0	1	160	5	$1,868	$312	$1,556	$11.67	$9.72
Sept	0	256	0	1	257	8	$3,114	$512	$2,602	$12.12	$10.13
Oct	0	331	0	0	331	10	$3,589	$662	$2,927	$10.84	$8.84
Nov	0	300	0	0	300	12	$3,301	$600	$2,701	$11.00	$9.00
Dec	0	273	0	0	273	4	$3,003	$546	$2,457	$11.00	$9.00
2021 Totals	**4**	**1,912**	**3**	**4**	**1,923**	**5**	**$21,691**	**$3,818**	**$17,873**	**$11.28**	**$9.29**

RIDESHARE PROGRAM DATA

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtn Trips	Daily Dwtn Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total $ per Ride	Avg. City $ per Ride
January	0	150	0	0	150	5	$1,468	$300	$1,168	$9.79	$7.79
February	0	338	0	0	338	12	$3,525	$676	$2,842	$10.43	$8.41
March	1	513	1	0	515	15	$5,917	$1,044	$4,860	$11.49	$9.44
April	1	460	1	0	462	15	$5,763	$920	$4,838	$12.47	$10.47
May *	0	540	0	4	544	16	$7,184	$1,632	$5,535	$13.21	$10.17
June	0	517	0	14	531	16	$6,726	$1,629	$5,097	$12.67	$9.60
July	17	457	0	12	486	15	$5,886	$1,373	$4,513	$12.11	$9.29
Aug Lyft	22	486	0	9	517	22	$6,942	$1,528	$5,435	$13.43	$10.51
Aug Uber	2	5	0	0	7	2	$71	$17	$54	$10.19	$7.76
Aug Total	24	491	0	9	524	24	$7,014	$1,545	$5,490	$13.39	$10.48
Sept Lyft	23	552	0	16	591	18	$8,607	$1,761	$6,846	$14.56	$11.58
Sept Uber	3	13	0	0	16	6	$160	$42	$118	$10.01	$7.38
Sept Total	26	565	0	16	607	24	$8,767	$1,803	$6,964	$14.44	$11.47
Oct Lyft	10	645	0	14	669	20	$9,720	$1,976	$7,743	$14.53	$11.57
Oct Uber	3	47	0	0	50	1	$570	$144	$426	$11.41	$8.53
Oct Total	13	692	0	14	719	21	$10,290	$2,120	$8,170	$14.31	$11.36
Nov Lyft	12	644	0	22	678	19	$9,314	$2,020	$7,294	$13.74	$10.76
Nov Uber	2	61	0	0	63	2	$686	$185	$501	$10.90	$7.96
Nov Total	14	705	0	22	741	21	$10,000	$2,205	$7,796	$13.50	$10.52
Dec Lyft	5	645	0	20	670	18	$9,248	$1,985	$7,144	$13.80	$10.66
Dec Uber	4	73	0	0	77	2	$828	$205	$623	$10.76	$8.10
Dec Total	9	718	0	20	747	20	$10,076	$2,190	$7,767	$13.49	$10.40
2022 Totals	**105**	**6,146**	**2**	**111**	**6,364**	**17**	**$82,616**	**$17,437**	**$65,039**	**$12.98**	**$10.22**
TOTALS	**7,351**	**65,793**	**191**	**810**	**74,145**	**27**	**$621,898**	**$138,036**	**$483,862**		
* = $3.00 trip fee (increase of $1.00)						Avg. Excludes 2016 & 2017 -Did not receive morning ride data from provider					

Parking Services Agency
2023 Organizational Chart



7 Full-Time Employees
7 Part-Time Employees

REVENUES	2022 Anticipated	2022 Amended Adopted	2022 ACTUAL as of 12/31/2022	2022 Amount Over/(Under)	2023 Anticipated	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Lots & Garages - Cash, CC & Parkmobile							
Garage - Broad Street	$ 130,000	$ 130,000	$ 185,596	$ 55,596	$ 185,500	$ 55,500	42.69%
Garage - Tier Upper Level	140,000	140,000	151,176	11,176	151,000	11,000	7.86%
Garage - Tier Ground Level	55,000	55,000	57,390	2,390	57,000	2,000	3.64%
Parking Lots (excludes DeForest Lots)	134,350	134,350	181,989	47,639	181,000	46,650	34.72%
DeForest Lots	284,000	284,000	314,306	30,306	314,000	30,000	10.56%
Bank Street Lot	37,000	37,000	42,457	5,457	42,000	5,000	13.51%
Library Lot	22,000	22,000	40,279	18,279	40,000	18,000	13.51%
Total Lots & Garages	**$ 802,350**	**$ 802,350**	**$ 973,193**	**$ 170,843**	**$ 970,500**	**$ 168,150**	**20.96%**
On-Street Meters							
Cash Only	$ 116,000	$ 116,000	$ 96,666	$ (19,334)	$ 96,000	$ (20,000)	-17.24%
Kiosks	132,000	132,000	129,297	(2,703)	129,000	(3,000)	-2.27%
Parkmobile	195,000	195,000	405,293	210,293	405,000	210,000	107.69%
Total On-Street Meters	**$ 443,000**	**$ 443,000**	**$ 631,256**	**$ 188,256**	**$ 630,000**	**$ 187,000**	**42.21%**
Smart Card Sales							
Initial Sales - Counter	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
Recharge Sales - Counter	0	0	0	0	0	0	0.00%
Total Smart Card Sales	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**0.00%**
Bar-Code Permit Sales							
Resident	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
Resident Renewal	60,300	60,300	56,750	(3,550)	56,500	(3,800)	-6.30%
Resident - Seniors	7,900	7,900	8,980	1,080	8,900	1,000	12.66%
Employee Renewal	13,000	13,000	14,895	1,895	14,500	1,500	11.54%
Employee - Seniors	400	400	465	65	450	50	12.50%
Total Bar-Code Permit Sales	**$ 81,600**	**$ 81,600**	**$ 81,090**	**$ (510)**	**$ 80,350**	**$ (1,250)**	**-1.53%**

REVENUES	2022 Anticipated	2022 Amended Adopted	2022 ACTUAL as of 12/31/2022	2022 Amount Over/(Under)	2023 Anticipated	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Pre-Paid Parking							
Resident - Monthly and Daily	$ 15,000	$ 15,000	$ 30,015	$ 15,015	$ 30,000	$ 15,000	100.00%
Resident - Quarterly	10,000	10,000	13,180	3,180	13,000	3,000	30.00%
Resident - Annual	10,000	10,000	5,184	(4,816)	5,000	(5,000)	-50.00%
Resident - Overnight	50,000	50,000	41,414	(8,586)	41,000	(9,000)	100.00%
Resident - Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%
Resident - Pre-paid Current Year for Next Year	0	0	(603)	(603)	0	0	0.00%
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%
Resident Pre-Paid Sub-Total	**$ 85,000**	**$ 85,000**	**$ 89,190**	**$ 4,190**	**$ 89,000**	**$ 4,000**	**4.71%**
Corporate Codes - Employer Paid Parking	$ 3,500	$ 3,500	$ 7,160	$ 3,660	$ 7,000	$ 3,500	100.00%
Employee - Monthly and Daily	56,000	56,000	74,912	18,912	74,000	18,000	32.14%
Employee - Quarterly	34,000	34,000	29,661	(4,339)	29,000	(5,000)	-14.71%
Employee - Annual	53,000	53,000	11,350	(41,650)	11,000	(42,000)	-79.25%
Employee - Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%
Employee - Pre-paid Current Year for Next Year	23,328	23,328	0	(23,328)	0	0	0.00%
Less: Pre-paid Current Year for Next Year	49,385	49,385	(2,412)	(51,797)	(1,000)	0	0.00%
Employee Pre-Paid Sub-Total	**$ 219,213**	**$ 219,213**	**$ 120,671**	**$ (98,542)**	**$ 120,000**	**$ (99,213)**	**-45.26%**
Refund							
Total Pre-Paid Parking	**$ 304,213**	**$ 304,213**	**$ 209,861**	**$ (94,352)**	**$ 209,000**	**$ (95,213)**	**-31.30%**
Daily Visitor Passes							
Bulk (Pack of 10 - $50.00)	$ 5,200	$ 5,200	$ 0	$ (5,200)	$ 0	$ (5,200)	-100.00%
Single (One Time - Atlantic Health)	0	0	0	0	0	0	0.00%
Single (1 for $6.00)	270	270	0	(270)	0	(270)	100.00%
Total Daily Visitor Passes	**$ 5,470**	**$ 5,470**	**$ 0**	**$ (5,470)**	**$ 0**	**$ (5,470)**	**-100.00%**
Non-Resident Lot							
Broad Street Garage	$ 125,000	$ 125,000	$ 258,239	$ 133,239	$ 258,000	$ 133,000	106.40%
Total Non-Resident Parking	**$ 125,000**	**$ 125,000**	**$ 258,239**	**$ 133,239**	**$ 258,000**	**$ 133,000**	**106.40%**
Overnight Parking							
Quarterly	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%
Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%
Total Overnight Parking	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**0.00%**

REVENUES	2022 Anticipated	2022 Amended Adopted	2022 ACTUAL as of 12/31/2022	2022 Amount Over/(Under)	2023 Anticipated	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Other Revenues							
Dumpster Permit/Bagged Meters	$ 14,000	$ 14,000	$ 11,150	$ (2,850)	$ 11,000	$ (3,000)	-21.43%
Bid Specs	0	0	0	0	0	0	0.00%
Bagged Meters - Developer Agreement	0	0	0	0	0	0	0.00%
Misc-ChargePoint, etc.	250	250	3,045	2,795	2,000	0	0.00%
Leased Spaces	60,000	60,000	59,000	(1,000)	59,000	(1,000)	-1.67%
Total Other Revenues	**$ 74,250**	**$ 74,250**	**$ 73,195**	**$ (1,055)**	**$ 72,000**	**$ (4,000)**	**-5.39%**
Park & Ride (DOT Rt. 24 Lot)							
Cash Receipts	$ 140	$ 140	$ 172	$ 32	$ 170	$ 30	21.43%
Credit Card Usage and Daily CC	0	0	1,419	1,419	1,400	0	100.00%
Parkmobile	200	200	12,735	12,535	12,500	12,300	100.00%
Permit Monthly, Quarterly or Annually	1,655	1,655	960	(695)	900	(755)	-45.62%
Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%
Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%
Total NJDOT Park & Ride	**$ 1,995**	**$ 1,995**	**$ 15,286**	**$ 13,291**	**$ 14,970**	**$ 12,975**	**100.00%**
Park & Rail (NJ Transit Lot)							
Cash Receipts	$ 1,850	$ 1,850	$ 1,345	$ (505)	$ 1,200	$ (650)	-35.14%
Smart Card Usage	0	0	0	0	0	0	0.00%
Parkmobile	52,450	52,450	72,680	20,230	72,000	19,550	37.27%
Credit Card Usage & CC Daily	30,000	30,000	31,481	1,481	31,000	1,000	3.33%
Less: Refunds,Transit Tax	(9,000)	(9,000)	(6,986)	2,014	(7,000)		
Total NJT Park & Rail	**$ 75,300**	**$ 75,300**	**$ 105,506**	**$ 23,220**	**$ 97,200**	**$ 19,900**	**26.43%**
Parking Services Revenues Subtotal	***$ 1,998,178***	***$ 1,998,178***	***$ 2,347,626***	***$ 431,652***	***$ 2,332,020***	***$ 333,842***	***16.71%***

REVENUES	2022 Anticipated	2022 Amended Adopted	2022 ACTUAL as of 12/31/2022	2022 Amount Over/(Under)	2023 Anticipated	Adopted/Proposed Budget Variance $	Adopted/Proposed Budget Variance %
Other Anticipated Revenues							
Anticipated from Capital Surplus for Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 25,000	$ 0	100.00%
Anticipated from Operating Surplus	412,050	412,050	412,050	0	393,706	(18,344)	-4.45%
Miscellaneous Revenue	0	0	0	0	0	0	0.00%
Budget Appropriation Vehicles and Other Improvements	0	0	0	0	0	0	0.00%
Snow Reserve	20,000	20,000	0	(20,000)	0	(20,000)	100.00%
Total Miscellaneous Revenues	$ 432,050	$ 432,050	$ 412,050	$ (20,000)	$ 418,706	$ (18,344)	-4.25%
TOTAL PARKING SERVICE UTILITY REVENUES	$ 2,430,228	$ 2,430,228	$ 2,759,676	$ 411,652	$ 2,750,726	$ 320,498	13.19%

		2022				2023		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
55-501-000	***Salaries and Wages***								
101	Full-Time	$ 459,553	$ 406,553 *	$ 435,571	$ (29,018)	$ 460,674	$ 460,674	$ 1,121	*0.24%*
102	Part-Time	154,001	154,001	128,327	25,674	166,860	166,860	12,859	*8.35%*
103	Overtime	5,000	5,000	950	4,050	5,000	5,000	0	*0.00%*
132	Parking Ambassadors/Temps	21,587	21,587	20,215	1,372	24,255	24,255	2,668	*12.36%*
	Total Salary & Wages	**$ 640,141**	**$ 587,141**	**$ 585,063**	**$ 2,078**	**$ 656,789**	**$ 656,789**	**$ 16,648**	***2.60%***
			**Transferred to Parking CC Charges*						
55-502-001	***Other Expenses***								
201	Supplies & Materials	$ 14,270	$ 14,270	$ 9,764	$ 4,506	$ 20,000	$ 20,000	$ 5,730	*40.15%*
204	Deforest Lots	11,500	11,500	8,560	2,940	10,000	10,000	(1,500)	*-13.04%*
205-215	Credit Card Charges	248,000	313,000 *	324,459	(11,459)	300,000	300,000	52,000	*20.97%*
310	Electronic Costs	277,150	277,150	272,597	4,553	325,000	325,000	47,850	*17.27%*
402	Building Maintenance	15,000	15,000	13,164	1,836	23,000	23,000	8,000	*53.33%*
403	Equipment Maintenance	113,744	113,744	112,951	793	125,000	125,000	11,256	*9.90%*
405	Vehicle Maintenance	4,500	4,500	3,774	726	10,000	10,000	5,500	*122.00%*
417	Snow Removal	40,000	40,000	4,201	35,799	40,000	40,000	0	*0.00%*
501	Legal Services	1,000	1,000	865	135	1,000	1,000	0	*0.00%*
502	Financial Services	1,840	1,840	1,840	0	2,000	2,000	160	*8.70%*
504	Audit services	7,000	7,000	7,000	0	7,500	7,500	500	*7.14%*
505	Non-Resident Valet	0	0	0	0	0	0	0	*10.00%*
507	NJT Park & Rail Lots - Rents	45,000	45,000	45,000	0	60,000	60,000	15,000	*33.33%*
509	Parking Share of Other Services	50,000	50,000	50,000	0	60,000	60,000	10,000	*20.00%*
510	Parking Share of Pensions	70,000	70,000	70,000	0	80,000	80,000	10,000	*14.29%*
700	Equipment	8,000	8,000	5,508	2,492	8,000	8,000	0	*0.00%*
801	Clothing (Uniforms)	3,000	3,000	748	2,252	3,000	3,000	0	*0.00%*
804	Training & Seminars	3,000	3,000	1,680	1,320	3,000	3,000	0	*0.00%*
806	Memberships	1,500	1,500	695	805	1,500	1,500	0	*0.00%*
942	Parking Lot Maintenance	3,500	3,500	2,758	742	10,000	10,000	6,500	*186.00%*
943	Maintenance - NJ Transit & NJDOT Lots	0	0	0	0	0	0	0	*0.00%*
946	Reserved for Salary Adjustments	12,000	0 **	0	0	10,000	10,000	(2,000)	*-16.67%*
	Total Other Expenses	**$ 930,004**	**$ 983,004**	**$ 935,564**	**$ 47,440**	**$ 1,099,000**	**$ 1,099,000**	**$ 168,996**	***18.17%***
	Parking Appropriations Subtotal	**$ 1,570,145**	**$ 1,570,145**	**$ 1,520,627**	**$ 49,518**	**$ 1,755,789**	**$ 1,755,789**	**$ 185,644**	**11.82%**

**Transferred from Parking S&W*

*** Transferred to Parking CC Charges*

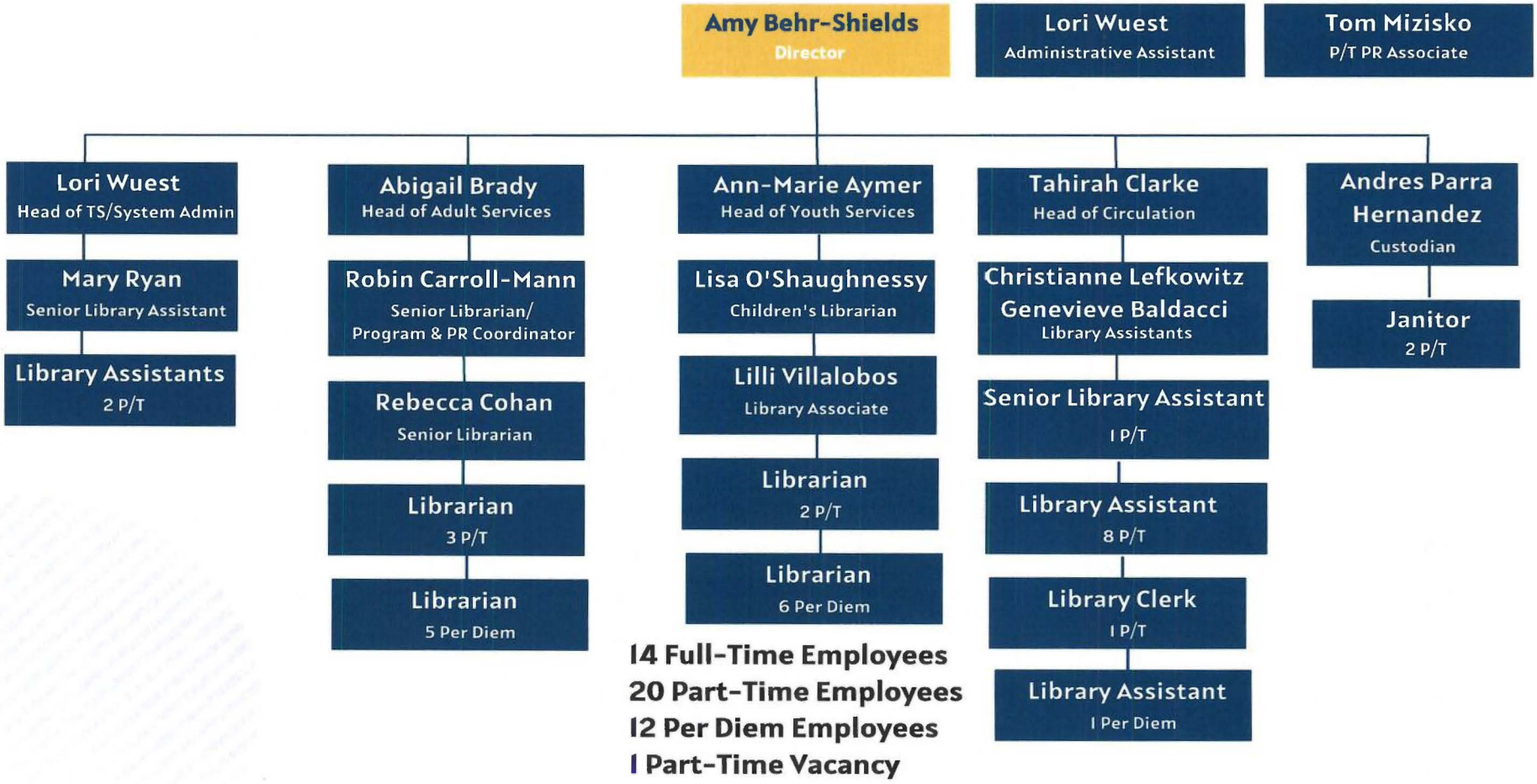
	2022				2023		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
Capital Improvement Fund	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	*0.00%*
Aquisition of Vehicles and Other Capital Outlay	$ 0	$ 0	$ 0	$ 0	$ 15,000	$ 15,000	$ 15,000	*100.00%*
Deferred Charges	$ 10,000	$ 10,000	$ 10,000	$ 0	$ 10,000	$ 10,000	$ 0	*0.00%*
Insurance	$ 47,000	$ 47,000	$ 47,000	$ 0	$ 110,000	$ 110,000	$ 63,000	*134.04%*
Special Emergency - 5 year	$ 170,000	$ 170,000	$ 170,000	$ 0	$ 170,000	$ 170,000	$ 0	*100.00%*
Debt Service								
Bond Principal	$ 360,000	$ 360,000	$ 360,000	$ 0	$ 370,000	$ 370,000	$ 10,000	*2.78%*
Bond Anticipation Notes Principal	4,000	4,000	0	4,000	0	0	(4,000)	*0.00%*
Interest on Bonds	112,856	112,856	109,616	3,240	104,723	104,723	(8,133)	*-7.21%*
Interest on Bond Anticipation Notes	1,920	1,920	1,905	15	0	0	(1,920)	*-100.00%*
Interest on Special Emergency Note	8,477	8,477	8,476	1	4,714	4,714	(3,763)	*100.00%*
Reserve for Debt Service	0	0	0	0	0	0	0	*0.00%*
Total Other Expenses	$ 487,253	$ 487,253	$ 479,998	$ 7,255	$ 479,437	$ 479,437	$ (7,816)	*-1.60%*
Statutory Expenditures								
Social Security & Medicare	$ 63,000	$ 63,000	$ 63,000	$ 0	$ 65,000	$ 65,000	$ 2,000	*3.17%*
	$ 63,000	$ 63,000	$ 63,000	$ 0	$ 65,000	$ 65,000	$ 2,000	*3.17%*
Utilities								
Electricity	$ 65,000	$ 65,000	$ 39,342	$ 25,658	$ 45,000	$ 45,000	$ (20,000)	*-30.77%*
Mobile Phones & Data Lines	8,000	8,000	5,140	2,860	8,000	8,000	0	*0.00%*
Telephone (Garages)	0	0	0	0	0	0	0	*0.00%*
Water	600	600	1,363	(763)	1,500	1,500	900	*150.00%*
Total Other Expenses	$ 73,600	$ 73,600	$ 45,845	$ 27,755	$ 54,500	$ 54,500	$ (19,100)	*-25.95%*
Sales Tax								
NJ Sales Tax for NJ Transit Lot	$ 5,000	$ 5,000	$ 6,866	$ (1,866)	$ 6,000	$ 6,000	$ 1,000	*20.000%*
Total Other Expenses	$ 5,000	$ 5,000	$ 6,866	$ (1,866)	$ 6,000	$ 6,000	$ 1,000	*20.00%*
Contribution to Current Fund	$ 0	$ 0	$ 0	$ 0	$ 85,000	$ 85,000	$ 85,000	*100.00%*
Overall Parking Utility Totals	$ 2,425,998	$ 2,425,998	$ 2,343,336	$ 82,662	$ 2,750,726	$ 2,750,726	$ 324,728	*13.39%*

	Status	Title	2022 Base + Longevity	2023 Base	Grade	Step	Longevity	2023 Total
Florio, John	Full-Time	Collections Assistant	$ 41,685	$ 44,436	5	3	$ 0	$ 44,436
Fortune, Wanda	Full-Time	Parking Enforcement Officer	64,267	65,713	5	19	0	65,713
McNany, Rita	Full-Time	Parking Services Manager	126,847	124,260	17	15-19	9,941	134,201
Renzulli, Angela	Full-Time	Secretary I	42,078	42,767	4	5-7	0	42,767
Ring, Susan	Full-Time	Administrative Assistant	74,616	76,295	8	19	0	76,295
Sawicki, Nicole	Full-Time	Parking Services Clerk	69,267	70,826	7	19	0	70,826
Tolve, John	Full-Time	Parking Enforcement Officer	40,793	41,436	4	3-5	0	41,436
Vacancy	PT-Hrly	Maintenance Worker	23,993	17,678	5	4	0	17,678
Huang, Sandra	Part-Time	Bookkeeper	31,293	31,997	4	19	0	31,997
DelDuca, Nicholas	PT-Hrly	Maintenance Worker	23,061	23,580			0	23,580
Tolve, James	PT-Hrly	Parking Collections Assistant	21,366	21,847			0	21,847
Aparicio, Jose	Part-Time	Parking Enforcement Officer	27,144	28,379			0	28,379
Ortman, Brittany	Part-Time	Parking Enforcement Officer	27,144	28,379			0	28,379
Piana, Mary Rose	Part-Time	Ambassador	21,587	24,255			0	24,255
		Salaries & Wages Total	**$ 635,141**	**$ 597,412**			**$ 9,941**	**$ 651,789**

LIBRARY

Summit Free Public Library

2023 Organizational Chart



14 Full-Time Employees
20 Part-Time Employees
12 Per Diem Employees
1 Part-Time Vacancy

		2022			2023		Adopted/Proposed Budget Variance	
		Final Budget	Paid or Charged as of 12/31/2022	Amount (Over) / Under	Department Request	Proposed Budget	$	%
	Salaries and Wages							
101	Full-Time	$ 1,117,715	$ 1,153,152	$ (35,437)	$ 1,169,421	$ 1,169,421	$ 51,706	*4.63%*
102	Part-Time	395,000	302,694	92,306	387,874	387,874	(7,126)	*-1.80%*
104	Per Diem	27,000	19,457	7,543	25,120	25,120	(1,880)	*100.00%*
105	Sundays	44,000	34,666	9,334	50,191	50,191	6,191	*100.00%*
106	Sick Leave	10,000	6,359	3,641	14,100	14,100	4,100	*100.00%*
	Total Salary & Wages	**$ 1,593,715**	**$ 1,516,328**	**$ 77,387**	**$ 1,646,706**	**$ 1,646,706**	**$ 52,991**	***3.32%***
	Other Expenses							
217	Books	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	*0.00%*
218	Periodicals	0	0	0	0	0	0	*0.00%*
219	Audio Visual	0	0	0	0	0	0	*0.00%*
220	Other Materials	0	0	0	0	0	0	*0.00%*
221	Machine Readable	0	0	0	0	0	0	*0.00%*
222	Other Operating Expenses	442,487	442,487	0	592,376	592,376	149,889	*33.87%*
223	Library of Things	0	0	0	0	0	0	*0.00%*
224	Replacement	0	0	0	0	0	0	*0.00%*
225	Delivery	0	0	0	0	0	0	*0.00%*
227	Programming	0	0	0	0	0	0	*0.00%*
228	Copy/Fax Supplies/Cartridges	0	0	0	0	0	0	*0.00%*
229	Equipment Maintenance Contracts	0	0	0	0	0	0	*0.00%*
415	Plant Operation & Maintenance	0	0	0	0	0	0	*0.00%*
517	Computer Costs	0	0	0	0	0	0	*0.00%*
812	Fringe Benefits - SS/Medicare	121,919	113,167	8,752	126,000	126,000	4,081	*3.35%*
813	Fringe Benefits - Pension	167,075	167,075	0	211,000	211,000	43,925	*26.29%*
814	Fringe Benefits - Health/Dental	156,000	156,000	0	202,000	202,000	46,000	*29.49%*
815	Building Insurance	42,000	42,000	0	42,000	42,000	0	*0.00%*
816	DCRP/Group Life/Disability	7,500	7,467	33	12,000	12,000	4,500	*60.00%*
817	Library Other Municipal Expenses	3,500	3,500	0	3,500	3,500	0	*0.00%*
818	Accident Insurance	3,000	3,000	0	3,000	3,000	0	*0.00%*
899	Miscellaneous	0	0	0	0	0	0	*0.00%*
900	Library Credit Card Fees	0	0	0	0	0	0	*0.00%*
	Total Other Expenses	**$ 943,481**	**$ 934,696**	**$ 8,785**	**$ 1,191,876**	**$ 1,191,876**	**$ 248,395**	***26.33%***
	Library Total Appropriations	**$ 2,537,196**	**$ 2,451,024**	**$ 86,172**	**$ 2,838,582**	**$ 2,838,582**	**$ 301,386**	**11.88%**

	Status	Title	2022 Base + Longevity	2023 Base + Longevity	
Aymer, Ann Marie	Full-Time	Head of Youth Services	$ 106,887	$ 110,094	
Baldacci, Genevieve	Full-Time	Circulation Assistant	51,785	55,765	
Behr-Shields, Amy	Full-Time	Library Director		132,190	
Brady, Abigail	Full-Time	Head of Adult Services	106,887	110,094	
Carroll-Mann, Robin	Full-Time	Sr. Librarian / Programming Publicity Coordinator	91,992	94,523	*
Clarke, Tahirah	Full-Time	Library Assistant	71,649	77,051	
Cohan, Rebecca	Full-Time	Senior Librarian	84,368	86,899	
Vacant	Full-Time	Young Adult Librarian	0	0	
Lefkowitz, Christine Reignier	Full-Time	Circulation Assistant	58,849	60,614	
O'Shaughnessy, Lisa	Full-Time	Librarian	68,482	73,600	
Paczek-Barrasso, Beata	Full-Time	Head of Technical Services / System Administrator	106,887	110,094	
Parra-Hernandez, Andres	Full-Time	Janitor	67,814	70,798	
Ryan, Mary	Full-Time	Senior Library Assistant	75,610	77,878	
Villalobos, Lilliana	Full-Time	Library Associate	0	50,830	
Wuest, Lori	Full-Time	Administrative Assistant		58,992	
Retirement 7/1/22	Full-Time	Library Director	154,993	0	
Retirement 7/1/22	Full-Time	Administrative Assistant	74,434	0	
Breakage due to Retirements			(2,922)		
		Salaries & Wages Total	**$ 1,117,715**	**$ 1,169,422**	

**R. Carroll-Mann - longevity frozen at $7,624 in 2009 CWA agreement*

CAPITAL

CITY OF SUMMIT

Capital Budget and 5-Year Plan Report

2023

Introduction

PURPOSE

The mission of the annual Capital Plan is to maintain and improve the capital assets of the city over time. Under New Jersey Local Budget law, the governing body shall prepare, approve, and adopt a budget for the expenditure of public funds for capital expenditures to give effect to general improvement programs. Useful life of any given capital project must be at least five years. Cities with a population of more than 10,000 citizens are required to provide a six-year capital plan as well.

OVERVIEW

The primary challenge of the annual capital budget is to balance priorities with fiscal constraints. Similar to an annual operating budget, a capital budget and multi-year capital project plan can require difficult decisions. The nature and importance of individual capital requests will likely determine those that will be accomplished in the respective budget year and those that can be deferred to future years. The 2023 capital budget reflects projects that were developed and reviewed from the functional level given the familiarity of respective department heads with particular capital projects and needs. Additional evaluation was conducted at a fiscal level with the Administrator and municipal CFO to assess budgetary parameters, debt affordability, long-term debt expense, and operating costs once the project was complete. Lastly, Common Council committees evaluated all capital requests in the context of established broader community objectives.

Total project requests from department heads amounted to over $5.67 million. However, after careful re-assessment of all capital requests, the recommended 2023 capital budget plan, which includes city, sewer utility, and parking services utility projects, amounts to $5.22 million.

Capital Project Assessment

The proposed 2023 capital improvement plan includes projects that were evaluated using various factors to identify current capital asset needs. These factors, or objectives, are listed below.

Objective 1: Health and safety concerns

Objective 2: Legal mandates

Objective 3: Economic, environmental, or social value to the community

Objective 4: Operational benefits to city organization

Objective 5: Specific needs or demands for improved service, timeliness, or cost savings

Objective 6: Investment return

Objective 7: Capacity to leverage other resources

Objective 8: Project feasibility (cost, time frames, management capacity)

2023 CAPITAL PROJECTS SUMMARY

FUNCTIONAL AREA	TOTAL CAPITAL REQUEST	BRIEF DESCRIPTION
PUBLIC SAFETY Fire Department Police Department	 $446,000 $310,000	• New Fire HQ - furniture, IT, radio system. • Firefighter turnout gear. • ALPR system. • Vehicle replacement.
COMMUNITY PROGRAMS	$335,000	• Paddle tennis court repairs. • Mabie playground/ basketball courts.
COMMUNITY SERVICES	$900,000	• Infrastructure: Various road, sidewalk, and pedestrian safety improvement projects. • Vehicle/Equipment: Replace F250 pickup with plow and purchase log splitter/mill. • Buildings: City Hall ADA evaluation and ramp upgrade.

2023 CAPITAL PROJECTS SUMMARY

FUNCTIONAL AREA	TOTAL CAPITAL REQUEST
SEWER UTILITY	$3,235,000

BRIEF DESCRIPTION

- **Infrastructure**: TV inspection and line cleaning project; sewer lining and spot repairs; GIS mapping and updates; DPW 41 Chatham Road sewer utility complex facility upgrades, building maintenance, garage door replacement; and 2-way radio update and conversion.

- **Capital Projects**: Sewer replacement (Oak Knoll, Colonial and Ridgedale); Division Avenue sewer project; priority spot repairs and investigation; and collection system upgrades.

- **Equipment**: SCY Dump with plow; and 4x4 utility vehicle.

- **Pump Station**: Work projects at Chatham Road, Constantine Place, Glen Avenue, and River Road; and general pump upgrades.

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
Fire Department									
Equipment									
Special Operations/ Rescue Replacement	$ 0	$ 0	$ 0	$ 0	$ 650,000	$ 0	$ 0	$ 0	$ 650,000
SCBA Breathing Air Packs Replacement				50,000			30,000		80,000
Firefighter Turnout Gear	30,000	15,000	15,000	18,000	18,000	18,000	18,000		102,000
Rescue One Replacement				700,000					700,000
Engine 4 Replacement			800,000						800,000
Special Services Vehicle Replacement			80,000						80,000
Incident Command Vehicle Replacement									0
Replace Car One			55,000				60,000		115,000
Small Equipment Replacement Program	10,000		8,000		15,000		16,000		39,000
Fire Hose Replacement	15,000			15,000		15,000			30,000
Rescue Equipment Replacement	15,000		20,000			40,000			60,000
Fire Prevention Vehcile Replacement				55,000					55,000
Tablets for Frontline Vehicles									0
Fire Equipment Subtotal	$ 70,000	$ 15,000	$ 978,000	$ 838,000	$ 683,000	$ 73,000	$ 124,000	$ 0	$ 2,711,000
Fire Headquarters									
Furniture - New Fire Headquarters	$ 0	$ 245,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 245,000
IT for - New Fire Headquarters		141,000							141,000
Radio System - New Fire Headquarters		45,000							45,000
Station Alerting System - New Fire Headquarters	160,000								0
Fire Headquarters Subtotal	$ 160,000	$ 431,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 431,000
FIRE DEPARTMENT TOTAL	$ 230,000	$ 446,000	$ 978,000	$ 838,000	$ 683,000	$ 73,000	$ 124,000	$ 0	$ 3,142,000
Police Department									
Police Network Server Replacement/Upgrades	$ 0	$ 0	$ 0	$ 30,000	$ 0	$ 0	$ 0	$ 0	$ 30,000
ALPR System - City-wide Coverage		200,000	200,000						400,000
Alcotest Breathalyzer Machine			20,000						20,000
Body Armor Replacement			30,000			30,000			60,000
Vehicle Replacement	110,000	110,000	115,000	120,000	120,000	120,000	120,000	120,000	705,000
City Hall/ Police Dept Camera System Upgrades			100,000						100,000
Variable Message Board				18,000	18,000				36,000
POLICE DEPARTMENT TOTAL	$ 110,000	$ 310,000	$ 465,000	$ 168,000	$ 138,000	$ 150,000	$ 120,000	$ 120,000	$ 1,351,000
MVEC Dispatch Center									
No Project Requests	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
MVEC DISPATCH CENTER TOTAL	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
Library									
No Project Requests	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Library Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Administration/Clerk/Finance									
Reduction of Storage/Shelving/Lighting incl. Basement Repairs	$ 50,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Council Chamber AV Equipment Replacement	$ 50,000								0
ADMINISTRATION/CLERK/FINANCE TOTAL	$ 100,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Department of Community Programs									
Facility Repair/Maintenance									
Municipal Golf Course ADA/Parking Lot	$ 0	$ 0	$ 50,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 50,000
Community Center Grading									0
Community Center New Playground/Basketball Court					500,000				500,000
Paddle Tennis Courts Repairs		25,000							25,000
Tatlock Tennis Court Restriped					50,000				50,000
Upper Tatlock Lights			276,250						276,250
Upper Tatlock Playground			500,000						500,000
Mabie Playground/Basketball	300,000	300,000							300,000
Family Aquatic Center Slide Repairs/Replacement				500,000					500,000
Family Aquatic Center Improvements ADA Updates/Bathhouse Roof				320,000					320,000
Citywide Playground Master Plan & Equipment Upgrades									0
Tatlock Park - New stadium bathroom (Masterplan Area 4)						460,000			460,000
Tatlock Prk - General Purpose Area (Masterplan Area 7)						360,000			360,000
Tatlock Prk - Southerly Open Area (Masterplan Area 10)						16,735			16,735
Tatlock Prk - Cow Pasture Area (Masterplan Area 10)						6,500			6,500
Tatlock Parking Lot and Accessability (Master Plan Area 2,3,4a,8)					1,025,500				1,025,500
Investor Bank Stadium Upgrades (Masterplan Area 1)			490,000	253,000					743,000
Investor Bank Stadium - Turf Replacement						600,000			600,000
Upper Tatlock Field - Turf Replacement							600,000		600,000
Memorial Playground Equipment				500,000					500,000
Memorial Tennis Court Replacement						250,000			250,000
Subtotal Community Programs Facility Repair/Maintenance	$ 300,000	$ 325,000	$ 1,316,250	$ 1,573,000	$ 1,575,500	$ 1,693,235	$ 600,000	$ 0	$ 7,082,985
Community Programs Vehicles & Equipment									
Park Furnishing	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000
Showmobile Replacement									0
Subtotal Community Programs Vehicles & Equipment	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	$ 310,000	$ 335,000	$ 1,326,250	$ 1,583,000	$ 1,585,500	$ 1,703,235	$ 610,000	$ 10,000	$ 7,142,985

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
Department of Community Services									
Infrastructure									
Annual Road Program	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Arden, Brantwood & Woodfern								475,000	0
Ashland Road						350,000			350,000
Beekman Terrace (Paved Portion)					125,000				125,000
Blair, Cromwelll, Dorsett & Nassau				300,000					300,000
Brainerd, Canoe Brook Place & Fay					350,000				350,000
Briant Parkway, Edison Drive & Mead Court		40,000	250,000						290,000
Broad Street Corridor Timing								200,000	0
Business District Repairs/Improvements	10,000		10,000		10,000				20,000
Canoe Brook Parkway & Beverly Road				550,000					550,000
Canterbury Lane, Ramsey Drive			400,000						400,000
Cedric Road & Templar Way				425,000					425,000
College Roads (Yale, Princeton)								200,000	0
Colonial Road			300,000						300,000
Colt Road			425,000						425,000
Cul-de-sac Paving Project									0
Curbing Program			200,000		100,000				300,000
Denman Place			100,000						100,000
Division Avenue	50,000								0
Evergreen Road						100,000			100,000
Friar Tuck Circle					175,000				175,000
Garden Road				150,000					150,000
George Street						100,000			100,000
Greenbriar Avenue				275,000					275,000
High Street (Prospect to Springfield)						100,000			100,000
Hobart Ave Sect 2 (Springfield to Rte 124)			250,000						250,000
Hobart Road					100,000				100,000
Industrial Place						150,000			150,000
Iris Road						250,000			250,000
Lafayette Ave						100,000			100,000
Lorraine Place, Lorrain Road & Sherman Avenue				650,000					650,000
Madison Avenue						250,000			250,000
Martins Brook Improvement Project								250,000	0
Michigan Avenue/Transit Village								250,000	0
Micropaving Program	125,000	75,000	150,000	150,000	150,000	150,000			675,000
Morris Avenue Corridor Timing	50,000								0
Mount Vernon Ave			150,000						150,000
New England Ave						150,000			150,000
Oak Ridge Avenue (Mountain to Elm)	200,000								0
Open Space Management		35,000							35,000
Passaic Avenue (City portion)						100,000			100,000
Pearl Street			150,000						150,000
Pedestrian Safety Improvement Project	100,000	100,000	100,000	100,000	100,000	100,000			500,000
Pine Ridge Avenue						100,000			100,000
Prospect Street		100,000							100,000
Public Works Paving Program	50,000	50,000	150,000	150,000	150,000	150,000			650,000

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
Department of Community Services									
Infrastructure (continued)									
Regulatory & Warning Sign Replacement	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 0	$ 0	$ 75,000
RRFB Installations		50,000	25,000		25,000				100,000
River Road Corridor Timing					100,000				100,000
Russell Place				200,000					200,000
Safe Streets to Transit	100,000								0
Sidewalk Infrastructure Project		100,000		150,000		150,000			400,000
Storm Water Requirements	5,000	5,000	5,000	5,000	5,000	5,000			25,000
Storm Sewer Maintenance		50,000	100,000	100,000	100,000	100,000			450,000
Storm Water Drainage Improvement Projects	25,000		150,000		150,000	75,000			375,000
Sweetbriar Road			200,000						200,000
Traffic Calming Measures	50,000	50,000	50,000	50,000	50,000	50,000			250,000
Traffic Signal Upgrade Program	50,000	50,000	50,000		50,000				150,000
Tulip Street (Mountain to Ashland)									0
Tulip Street (Ashland to Springfield)			325,000						325,000
Wade Drive & Karen Way					550,000				550,000
Walnut Street				150,000					150,000
Williams Street						100,000			100,000
Woodlad Avenue					350,000				350,000
Woodmere Pond Tree Removal & Planting	25,000								0
Subtotal DCS Infrastructure	**$ 855,000**	**$ 720,000**	**$ 3,555,000**	**$ 3,420,000**	**$ 2,655,000**	**$ 2,645,000**	**$ 0**	**$ 1,375,000**	**$ 12,995,000**
Vehicle/Equipment									
Jeep Wrangler4WD w/Plow #102 Replacement	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 50,000	$ 0
Tandem Axle Dump Truck w/Plow #13 Replacement								200,000	0
SA Dump Truck 5-7CY w/Plow #12 #14 #15 #42			250,000		250,000		250,000		750,000
F550 Traffic Truck w/Bucket #45 Replacement					140,000				140,000
F450 4WD Mason Dump w/Plow #47 Replacement			90,000						90,000
F250 4WD Pickup w/Plow #99 #101		50,000		50,000					100,000
F350 4WD Pickup w/Plow #90 Replacement			52,000						52,000
F450 4WD Rack Body Truck w/Plow #56 Replacement				75,000					75,000
2008 Trash Transfer Trailers #79 Replacement			100,000	100,000	100,000				300,000
Rear Packer Garbage Truck 20CY #63 #64 #66 #68 Replacement	50,000		225,000		235,000		245,000		705,000
Golf Course Mntn Equip #168 #171 #177 #178 #179 Replacement			70,000						70,000
Street Sweeper #519 Replacement				275,000					275,000
185 CFM Trailered Air Compressor #50 Replacement								45,000	0
Salt Spreaders 5-6CY #29 #30 #32 #34 Replacement			50,000						50,000
Sprayer Turf 175 Gallon w/ Foam #110 Replacement			44,000						44,000
Asphalt Paving Machine #25 Replacement					180,000				180,000
Asphalt Rollers #21 Replacement			130,000						130,000
Air Compressor #50 Replacement									0
Snow Loader #166 Replacement				140,000					140,000
72" Mower #152 #154 #155 Replacement					35,000				35,000
Yard Jockey Tractor TS #73 Replacement			110,000						110,000

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
Department of Community Services									
Vehicle/Equipment (continued)									
Hot Tar Crack Filler, Trailer Mount Replacement	$ 0	$ 0	$ 0	$ 0	$ 105,000	$ 0	$ 0	$ 0	$ 105,000
Brush Chipper #165 Replacement					75,000				75,000
Tree Stump Grinder #147 Replacement				70,000					70,000
Turf Tractor 4WD & Implements #148 #151 #158 #160 Replacement			80,000						80,000
Kubota Sidewalk Snow Tractor w/Plow & Blower Replacement									0
Upgrade Fuel Dispensing System City Garage Replacement			25,000						25,000
Compost/Topsoil/Sweepings Screener Replacement									0
Purchase Snow Tractors	70,000								0
Purchase Log Splitter/Mill	65,000	25,000							25,000
Purchase VMS Messaging Boards									0
Manlifts for City Hall and DCP									0
Subtotal DCS Vehicles and Equipment	$ 185,000	$ 75,000	$ 1,226,000	$ 710,000	$ 1,120,000	$ 0	$ 495,000	$ 295,000	$ 3,626,000
DCS Buildings									
City Hall Building Maintenance	$ 75,000	$ 0	$ 75,000	$ 0	$ 75,000	$ 0	$ 0	$ 0	$ 150,000
City Hall Electrical Upgrades									0
City Hall HVAC (Internal Upgrades)	25,000		25,000		25,000			175,000	50,000
City Hall Elevator Upgrade/Jack Replacement			35,000		15,000				50,000
City Hall ADA Evaluation & Ramp Upgrade		50,000	75,000						125,000
City Hall File Storage Improvements	90,000								0
DCP - 100 Moris Ave - Building Upgrades	25,000		25,000		25,000				50,000
DCP - Cornog - Building Upgrades	15,000		15,000		15,000				30,000
DPW 41 Chatham Road Building Maintenance			30,000	30,000	30,000				90,000
DPW 41 Chatham Road Facility Renovation			75,000					1,500,000	75,000
DPW 41 Chatham Road Salt Dome Replacement			25,000						25,000
DPW 41 Chatham Road - Archive Upgrades								150,000	0
Transfer Station Building Maintenance	30,000	30,000	30,000	30,000	30,000				120,000
Transfer Station Compactor									0
Transfer Station Packer Upgrade	25,000	25,000		250,000				1,500,000	275,000
Transfer Station Remediation/Redevelopment LSRP	50,000		250,000		1,750,000			1,750,000	2,000,000
Transfer Station HVAC Upgrades	15,000							250,000	0
Village Green Improvements								750,000	0
Subtotal DCS Buildings	$ 350,000	$ 105,000	$ 660,000	$ 310,000	$ 1,965,000	$ 0	$ 0	$ 6,075,000	$ 3,040,000
DEPARTMENT OF COMMUNITY SERVICES TOTAL	$ 1,390,000	$ 900,000	$ 5,441,000	$ 4,440,000	$ 5,740,000	$ 2,645,000	$ 495,000	$ 7,745,000	$ 19,661,000
Technology									
DCS Software	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
DCS - Cameras at City Facilities			25,000	25,000	25,000				75,000
DPW 2-Way Radio Update and Conversion									0
Subtotal Technology	$ 0	$ 0	$ 25,000	$ 25,000	$ 25,000	$ 0	$ 0	$ 0	$ 75,000
TOTAL CITY PROJECTS	$ 2,140,000	$ 1,991,000	$ 8,235,250	$ 7,054,000	$ 8,171,500	$ 4,571,235	$ 1,349,000	$ 7,875,000	$ 31,371,985

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
UTILITY PROJECTS									
Parking Services Utility									
Vehicle Replacement	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Tier Garage Rehab Project									0
Parking Lot Maintenance									0
Parking Services Utility Totals	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Sewer Utility									
General - Infrastructure									
TV Inspection & Line Cleaning Project	$ 200,000	$ 200,000	$ 225,000	$ 225,000	$ 225,000	$ 225,000	$ 235,000	$ 0	$ 1,335,000
Sewer Lining	75,000	250,000			75,000				325,000
Spot Repairs	50,000	50,000	50,000		50,000				150,000
GIS mapping & updates		25,000							25,000
Trunkline Maintenance & Repairs			50,000						50,000
Force Main Valve Upgrades				25,000					25,000
Infiltration & Inflow Projects			25,000						25,000
DPW 41 Chatham Road Sewer Jet Garage Extension									0
DPW 41 Chatham Road - Sewer Utility Complex Upgrades	100,000	100,000							100,000
DPW 41 Chatham Rd (Sewer HQ) Facility Upgrades	60,000	40,000							40,000
DPW 41 Chatham Rd (Sewer HQ) Building Maintenance	30,000	30,000							30,000
DPW 41 Chatham Rd (Sewer HQ) - Garage Door Replacement	50,000	50,000							50,000
DPW 41 Chatham Rd (Sewer HQ) - HVAC Upgrades	35,000								0
2-Way Radio Update and Conversion		5,000		15,000					20,000
Subtotal General Routine Infrastructure	$ 600,000	$ 750,000	$ 350,000	$ 265,000	$ 350,000	$ 225,000	$ 235,000	$ 0	$ 2,175,000
Sewer Utility									
Capital Projects									
Broad Street Trunk line	$ 0	$ 0	$ 25,000	$ 0	$ 0	$ 25,000	$ 0	$ 0	$ 50,000
Sewer Replacement - Ox Bow Lane & Wildwood Lane	550,000								0
Sewer Replacement - Rowan Road	300,000								0
Sewer Replacement - Oak Knoll, Colonial, & Ridgedale	300,000	925,000							925,000
West End Avenue								500,000	0
Division Avenue Sewer Project		350,000							350,000
Priority Spot Repairs & Investigation	50,000	200,000	100,000		100,000				400,000
Collection System Upgrades	75,000	75,000	75,000	75,000	75,000	75,000			375,000
Subtotal Sewer Capital Projects	$ 1,275,000	$ 1,550,000	$ 200,000	$ 75,000	$ 175,000	$ 100,000	$ 0	$ 500,000	$ 2,100,000
Equipment									
#41 F350 4WD Oicjuo w/plow #41	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
#43 5CY Dump w/Plow		50,000							50,000
#47 F450 4WD Mason Dump w/Plow			90,000						90,000
#550 Sewer Camera Inspection and Truck	245,000								0
#210 4x4 Utility Vehicle		55,000							55,000
#310 4x4 Utility Vehicle				40,000					40,000
Purchase VMS Messaging Boards	50,000								0
Sewer Vehicle EV Charging Station		50,000							50,000
Subtotal Sewer Infrastructure	$ 295,000	$ 155,000	$ 90,000	$ 40,000	$ 0	$ 0	$ 0	$ 0	$ 285,000

2023 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2022	2023	2024	2025	2026	2027	2028	Prospective Projects	2023-2028 Total
UTILITY PROJECTS (continued)									
Pump Stations									
Chatham Road	$ 50,000	$ 200,000	$ 50,000	$ 0	$ 150,000	$ 0	$ 0	$ 0	$ 400,000
Constantine	125,000	500,000		25,000		25,000			550,000
Glen Avenue		25,000	$ 20,000		25,000				70,000
River Road		25,000	$ 20,000		25,000				70,000
General Pump Upgrades	30,000	30,000	30,000	30,000	30,000	30,000			150,000
Grinder Replacement Program	65,000		65,000		65,000			65,000	130,000
Subtotal Sewer Pump Stations	**$ 270,000**	**$ 780,000**	**$ 185,000**	**$ 55,000**	**$ 295,000**	**$ 55,000**	**$ 0**	**$ 65,000**	**$ 1,370,000**
JMEUC - Capital Contribution									
Capital Plan	$ 0	$ 0	$ 891,984	$ 0	$ 0	$ 0	$ 0	$ 0	$ 891,984
Flood Mitigation Plan									0
Subtotal JMEUC Capital Contribution	**$ 0**	**$ 0**	**$ 891,984**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 891,984**
SEWER UTILITY TOTALS	**$ 2,440,000**	**$ 3,235,000**	**$ 1,716,984**	**$ 435,000**	**$ 820,000**	**$ 380,000**	**$ 235,000**	**$ 565,000**	**$ 6,821,984**
TOTAL CITY & UTILITY PROJECTS	**$ 4,580,000**	**$ 5,226,000**	**$ 9,952,234**	**$ 7,489,000**	**$ 8,991,500**	**$ 4,951,235**	**$ 1,584,000**	**$ 8,440,000**	**$ 38,193,969**